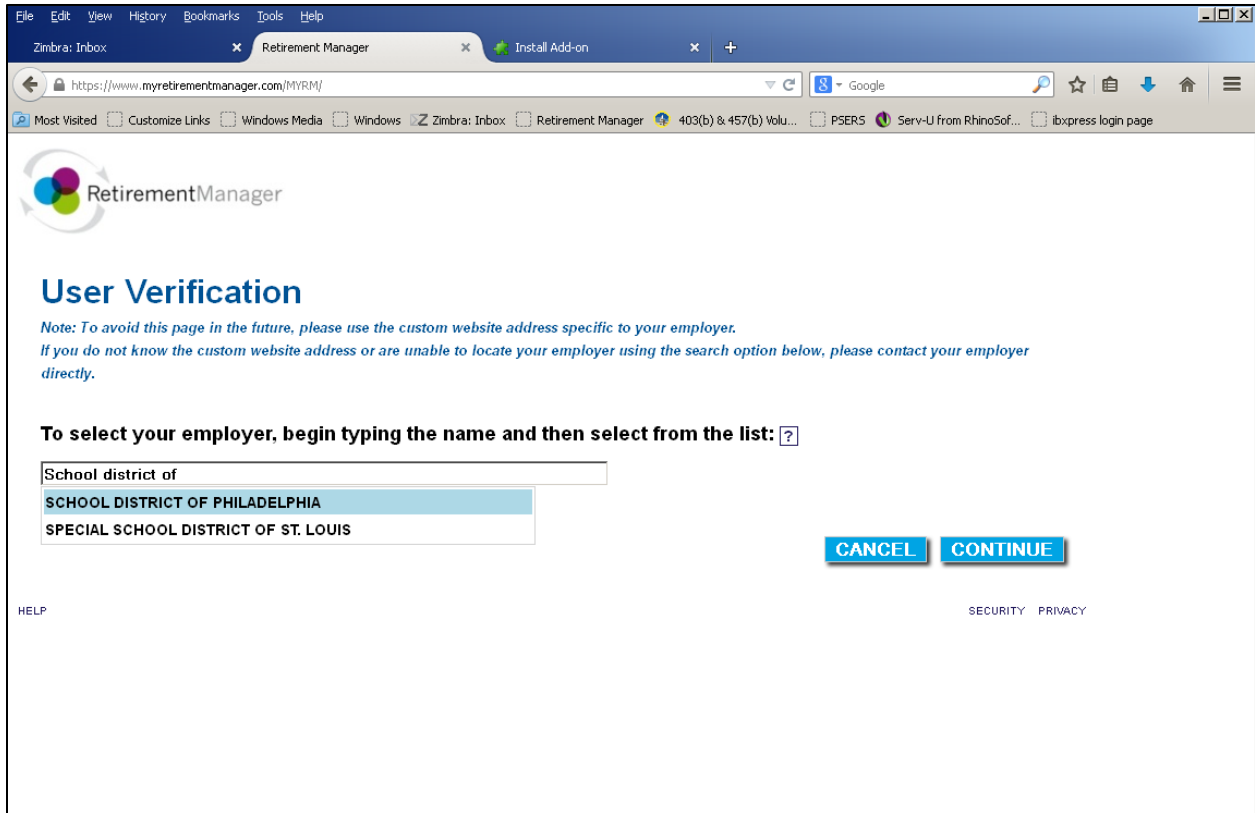


New User-Loan Certificate Instructions

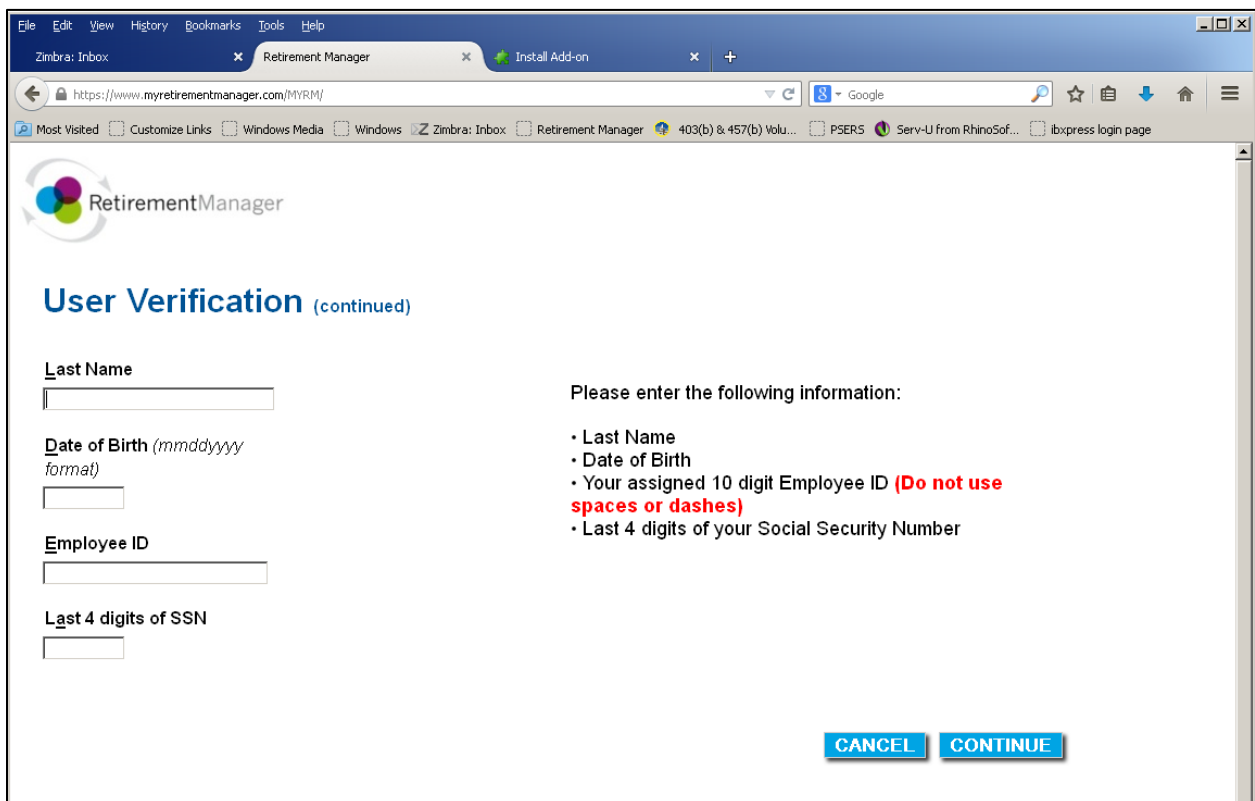
Go to www.myretirementmanager.com

The screenshot shows a web browser window with the URL <https://www.myretirementmanager.com/MyRM>. The page features the Retirement Manager logo and a maintenance notice: "Due to scheduled system maintenance, Retirement Manager will be temporarily unavailable from 6:00 PM CST, Saturday, Sep 20, 2014 until 4:00 PM CST, Sun, Sep 21, 2014. We apologize for any inconvenience this may cause." Below the notice are three images: a woman reading a document, a group of people in a meeting, and two men at a table. A green login box contains the text "USER ID" above a text input field, and a "NEXT" button below it. At the bottom of the box are two links: "I Forgot My User ID" and "I'm a New User". A black arrow points from the right towards the "I'm a New User" link. The page also includes "HELP" and "SECURITY PRIVACY" links.

Click **I'm a New User**



Type in: School District of Philadelphia and click Continue



Select Continue. You will be brought to page where you make a username and password, and select a picture to help remember your password if you forget. Please write down your username and password. You may have to sign in once your username and password is created, or click HOME once you have created your username and password.



SAVINGS MANAGER

I would like to...

- Start or Change Employee Contributions
- View Employee Contribution Changes
- [Request an Employee Loan Certificate](#)
- Request an Employee Withdrawal Certificate



PLAN INFORMATION

View details on...

- Employee Balances
- Employer Plan Information
- Employer Investment Provider Contacts



EMPLOYEE ADMINISTRATION


I would like to...

- Edit Employee Information
- View Contribution History
- View Loan & Withdrawal History
- View Site Visit History
- Update Allocations to Provider(s)

Select Request a withdrawal

SAVINGS MANAGER

- Start or Change Employee Contributions
- View Employee Contribution Changes
- Request an Employee Loan Certificate
- Select Plan**
- Review/Add Prior Transactions
- Input Loan Request Confirmation
- Request an Employee Withdrawal Certificate



PLAN INFORMATION


EMPLOYEE ADMINISTRATION

To request a loan, select a plan:

Select a plan... ▼

- Select a plan...
- 403(b) Voluntary**
- 457(b) Voluntary

- Select **403(b) Voluntary** (unless you are withdrawing from a 457(b).
- Select **Severance of Employment** (if you are no longer with the School District of Philadelphia)

Search SSN/Employee ID 

SAVINGS MANAGER

Start or Change Employee Contributions

View Employee Contribution Changes


Request an Employee Loan Certificate

Select Plan

Review/Add Prior Transactions

Input Loan Request Confirmation

Request an Employee Withdrawal Certificate



To request a loan, select a plan:

403(b) Voluntary ▾


Review and/or add previous loan transactions:

There has been no loan history information reported to Retirement Manager.

Have you received a loan **from any retirement plan under your employer** that has not been reported to Retirement Manager?



Yes No

CANCEL NEXT

Search SSN/Employee ID 

403B Plan: Loan Request

Input the Requested Amount you would like to receive from each Investment Provider:

Provider Name	Account Balance 	As of Date 	View Max Loan Available	Requested Amount
VALIC	\$189.87	4/24/2016	Max Loan Available	<input style="width: 100px;" type="text"/>

Would you like to add a request from an investment provider not listed above?

Yes No

CANCEL SUBMIT

You can choose a full disbursement or a certain amount. If you want the whole amount to be withdrawn, then click full disbursement, and click SUBMIT.

After all the above steps:

- -Click Agree to the Terms and Conditions
- -Print the certificate that pops up in a separate window and attach to paperwork you would have received from your vendor.
- Since you are printing a certificate, you do **not** need a signature from the School District.