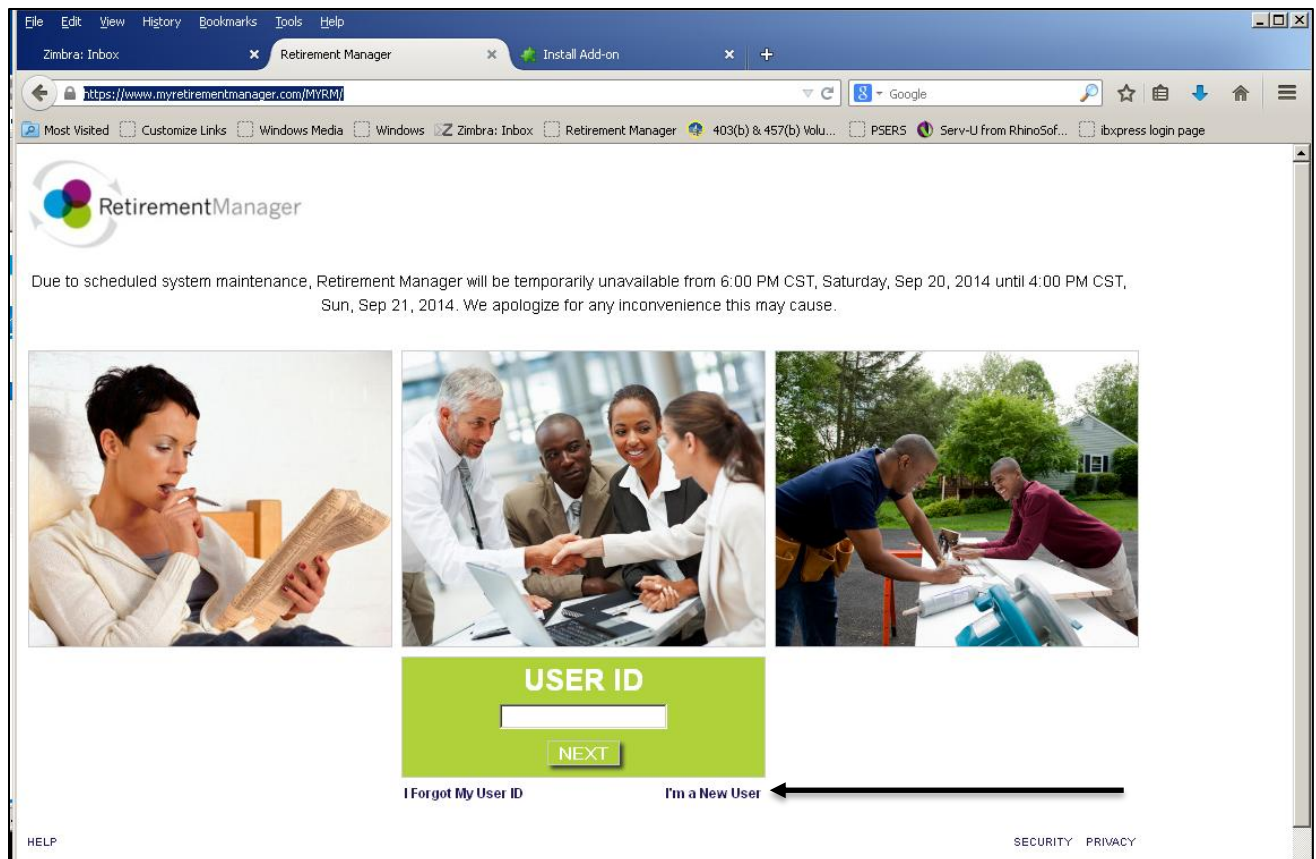
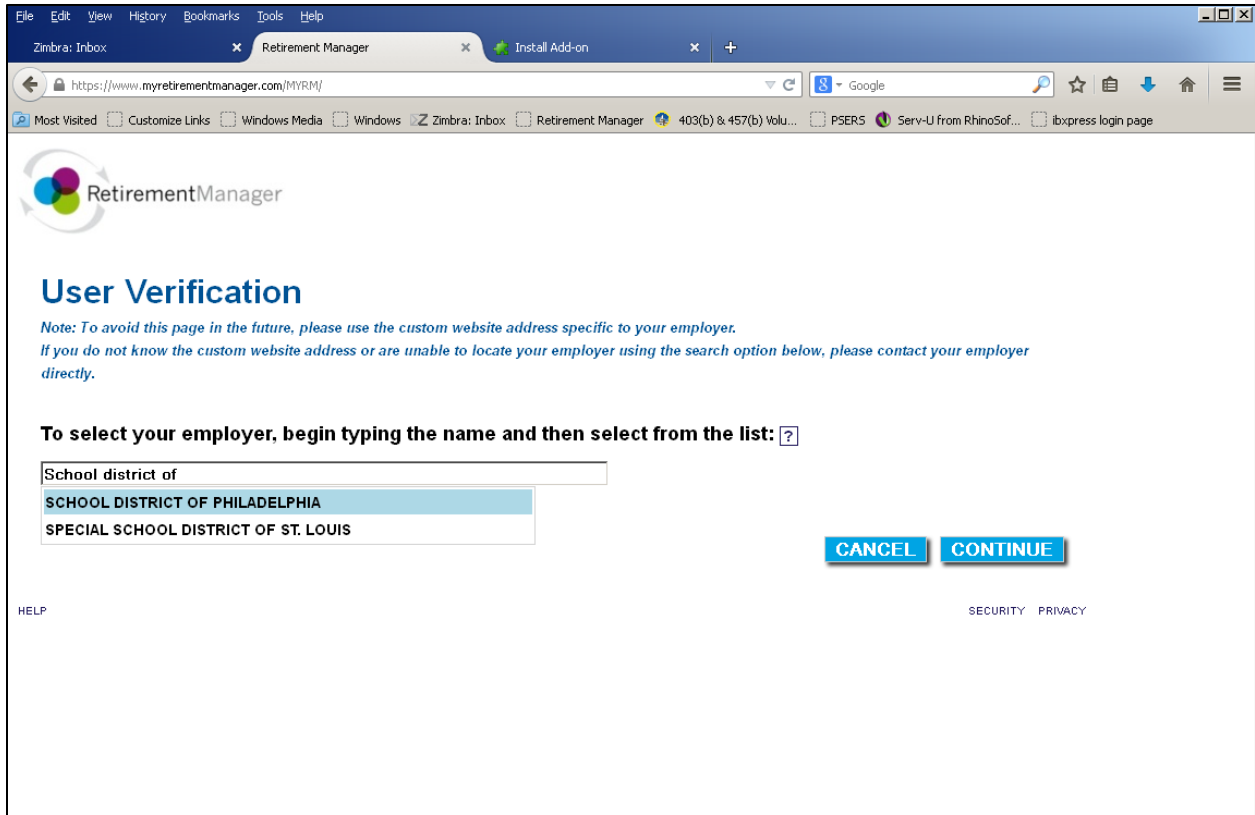


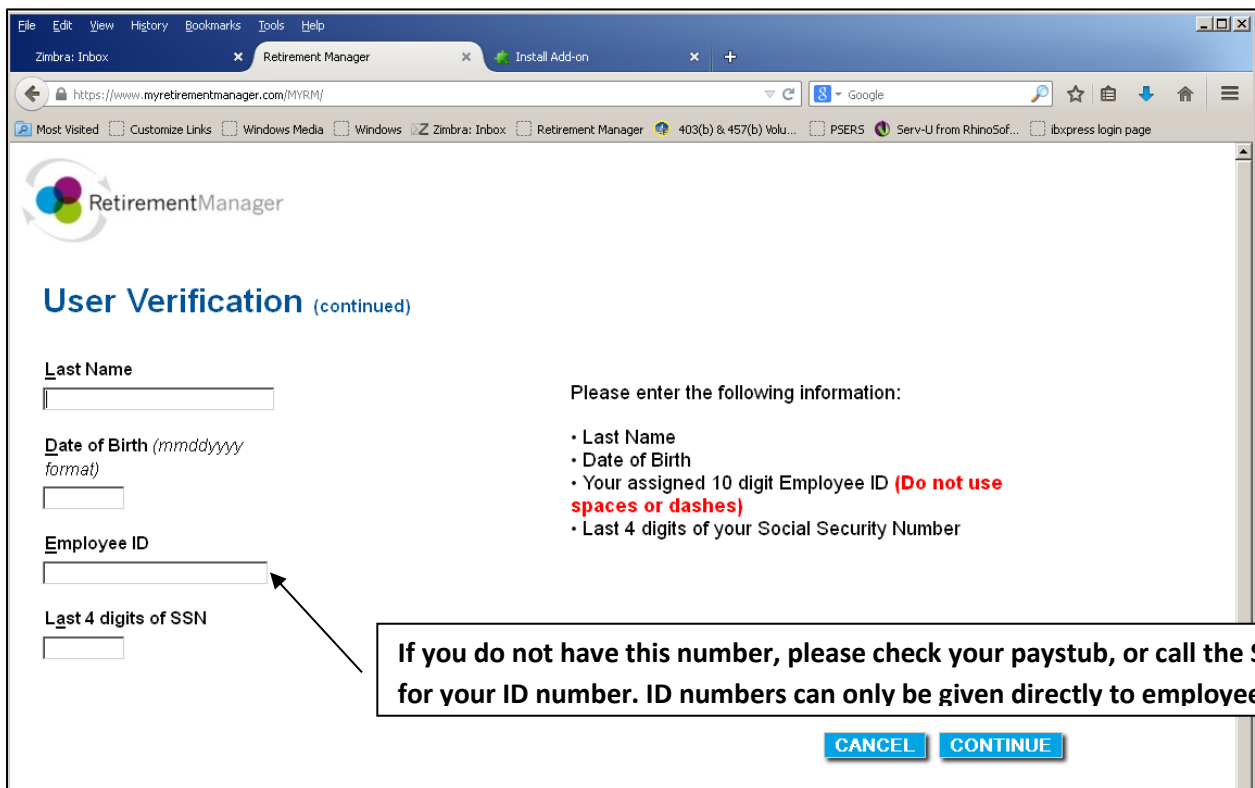
New User Severance of Employment :  
Go to: [www.myretirementmanager.com](http://www.myretirementmanager.com)



Click "I'm a New User"



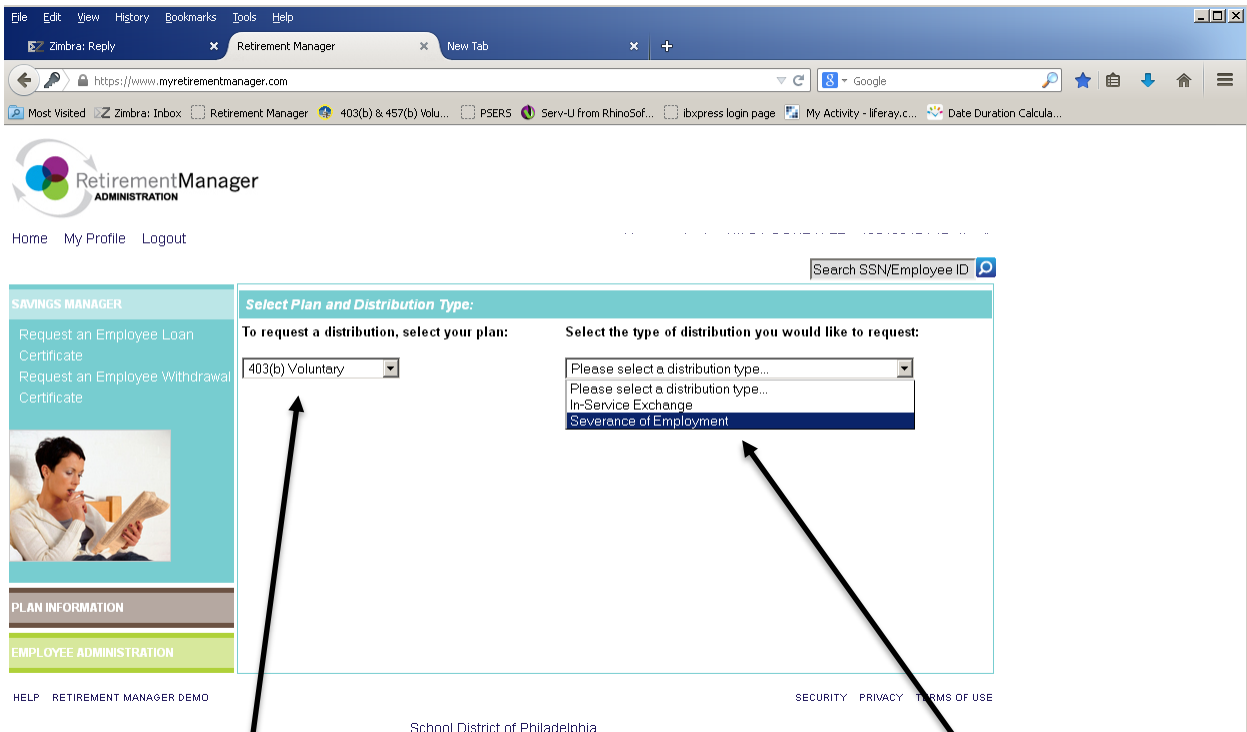
Type in: School District of Philadelphia and click Continue



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 the username and password is created, or click HOME once you have created your username and password.



## Select Request a withdrawal



- 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)

RetirementManager ADMINISTRATION

Home My Profile Logout

Search SSN/Employee ID

403(b) Voluntary: Severance of Employment Request

Select the investment Provider and input the amount of the withdrawal request:

Investment Provider Name	Account Balance ?	As of Date ?	Full Disbursement	Requested Amount
MetLife	\$25,868.47	10/3/2014	<input type="checkbox"/>	

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

Yes  No

CANCEL SUBMIT

Leave as "no" if the investment provider name and account balance is shown. If it is not shown, click "yes" and select the correct information.

School District of Philadelphia

**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 If you want the whole amount to be withdrawn, then click full disbursement, and click **SUBMIT**.**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.