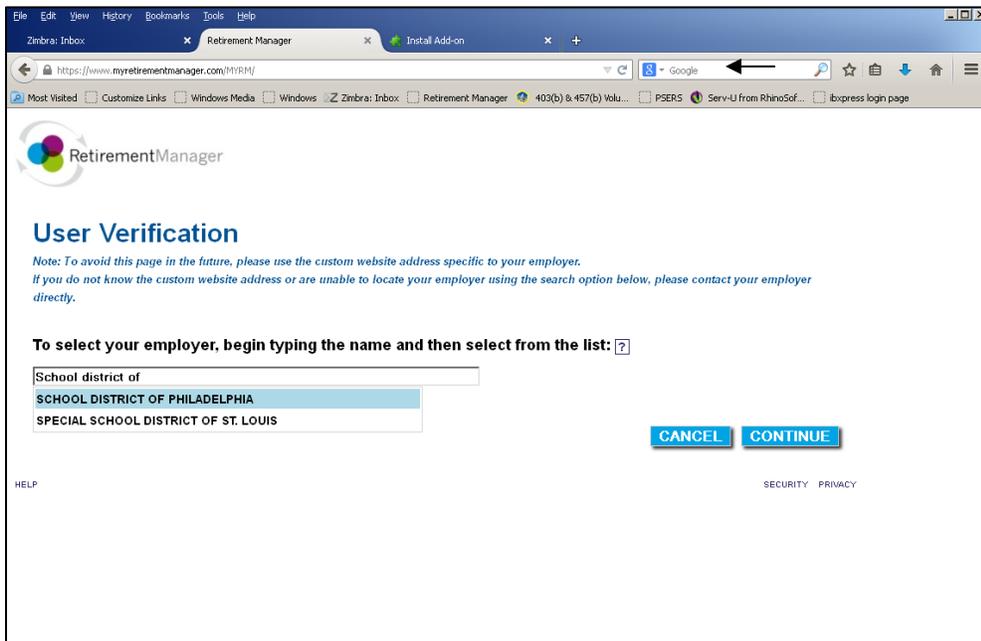
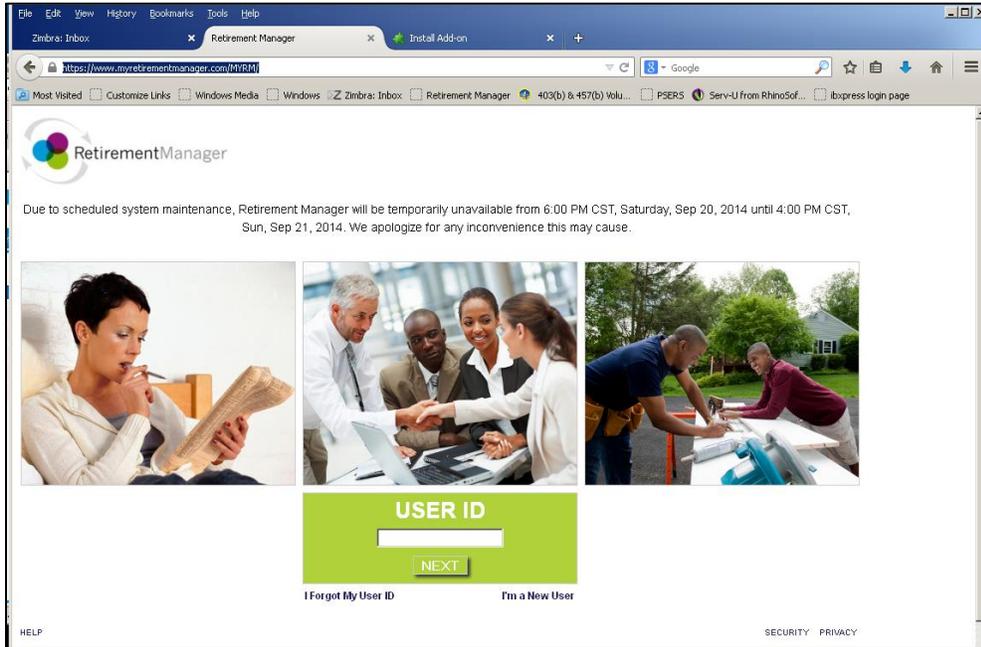


# Starting/Changing/Stopping Contributions

Go to: [www.myretirementmanager.com](http://www.myretirementmanager.com)

## Click I'm a New User



## Select School District of Philadelphia and Continue

RetirementManager

## User Verification (continued)

**Last Name**

**Date of Birth** (mmd/yyyy format)

**Employee ID**

**Last 4 digits of SSN**

Please enter the following information:

- Last Name
- Date of Birth
- Your assigned 10 digit Employee ID (**Do not use spaces or dashes**)
- Last 4 digits of your Social Security Number

On paystub or call School District for ID number (must be employee)

[CANCEL](#) [CONTINUE](#)

**Enter in required information and select Continue.**

**You will be brought to a page where you make a username and password, and select a picture to help remember your password if you forget. Please write down your new username and password.**

**\*\*\*If you receive a message saying that the information you entered is incorrect, please try and enter the information again. If you are sure you entered the information correctly and still receive this message, you most likely need to have your security profile reset because you already created an account. Please contact 215-400-6812 if this is the case\*\*\***



**MY SAVINGS MANAGER**

*I would like to...*

- Start or Change my Contributions
- Request a Loan
- Request a Withdrawal

**PLAN INFORMATION**

*View details on...*

- My Balances
- My Plan Information
- My Investment Provider Contacts

**FINANCIAL TOOLS**

*Show me more about...*

- Financial Education
- Glossary of Terms
- Am I On Target
- Financial Calculators
- Financial Seminars

**Select Start or Change My Contributions**

Home My Profile Logout

**MY SAVINGS MANAGER**

- Start or Change my Contributions
- Select Plan & Paycheck Date
- Enter Your Changes
- Review Your Changes
- Confirmation
- Request a Loan
- Request a Withdrawal



**PLAN INFORMATION**

**FINANCIAL TOOLS**

**To start or change your current contribution**

403(b) Voluntary

**Select the pay date you would like your co**

Please select a paycheck date...

- Please select a paycheck date...
- 01/30/2015 (available)
- 02/13/2015 (available)
- 02/27/2015 (available)
- 03/13/2015 (available)
- 03/27/2015 (available)
- 04/10/2015 (available)
- 04/24/2015 (available)
- 05/08/2015 (available)
- 05/22/2015 (available)
- 06/05/2015 (available)
- 06/19/2015 (available)
- 07/03/2015 (available)

Select that you have a 403(b)/457(b) {you will be able to later specify that you want to contribute to a Traditional or Roth account}. The drop down list for the paycheck dates will appear. Please choose which paycheck date is best for you.

**\*\*Paycheck dates not shown are either too late or too soon to contribute\*\***

## Employee Voluntary

Retirement Manager does not have information on record for this contribution.

Please select the type of contribution change you would like to make, and then enter the corresponding amount

Ongoing Flat Dollar (\$) Contribution

Enter new contribution (\$):

Enter a percent (%) of 100 to indicate which provider(s) your contribution will be directed:

Investment Provider	Current %	New %
Axa Advisors, LLC(Plan Member)	0%	<input type="text"/> 0%
Lincoln Investment Planning	0%	<input type="text"/> 0%
MetLife	0%	<input type="text"/> 0%
TIAA-CREF	0%	<input type="text"/> 0%
VALIC	0%	<input type="text"/> 0%
<b>TOTAL</b>	<b>0%</b>	<b>0%</b>

**If you are starting contributions:** Select “Ongoing Flat Dollar (\$) Contribution and type in the amount you want to contribute next to “Enter New Contribution (\$)”. Next, type in the percentage of the amount you just entered you want to go to the vendor(s).

The total percentage must equal 100% (i.e. if you want a total of \$100 to be contributed from your pay to 2 different vendors equally, then you would type 50% in the box in the row of the respective vendor for one and 50% in the box in the row of the respective vendor of the other.

**If you are changing contributions and/or companies:** Follow the same steps as starting contributions unless you are only changing companies. In this case, you would only change the percentage.

**If you are stopping contributions all together:** Select “Stop Contributing” from the drop down box. Do not set up a contribution of “0.00.”

If you are contributing to both a traditional and Roth account, you will see the same options to set up contributions for the Roth on the same page.

**PLEASE KEEP IN MIND THAT THE TOTAL DOLLAR AMOUNT YOU PUT IN THE “NEW CONTRIBUTION BOX” IS PER PAY. IF YOU PUT AN AMOUNT IN THE TRADITIONAL AND IN THE ROTH SECTION, BOTH AMOUNTS WILL COME OUT PER PAY.**

**\*\*\*\*You must have an account already open to contribute\*\*\*\***

After all the above steps:

- Click Next
- Click Agree to the Terms and Conditions
- Click Submit