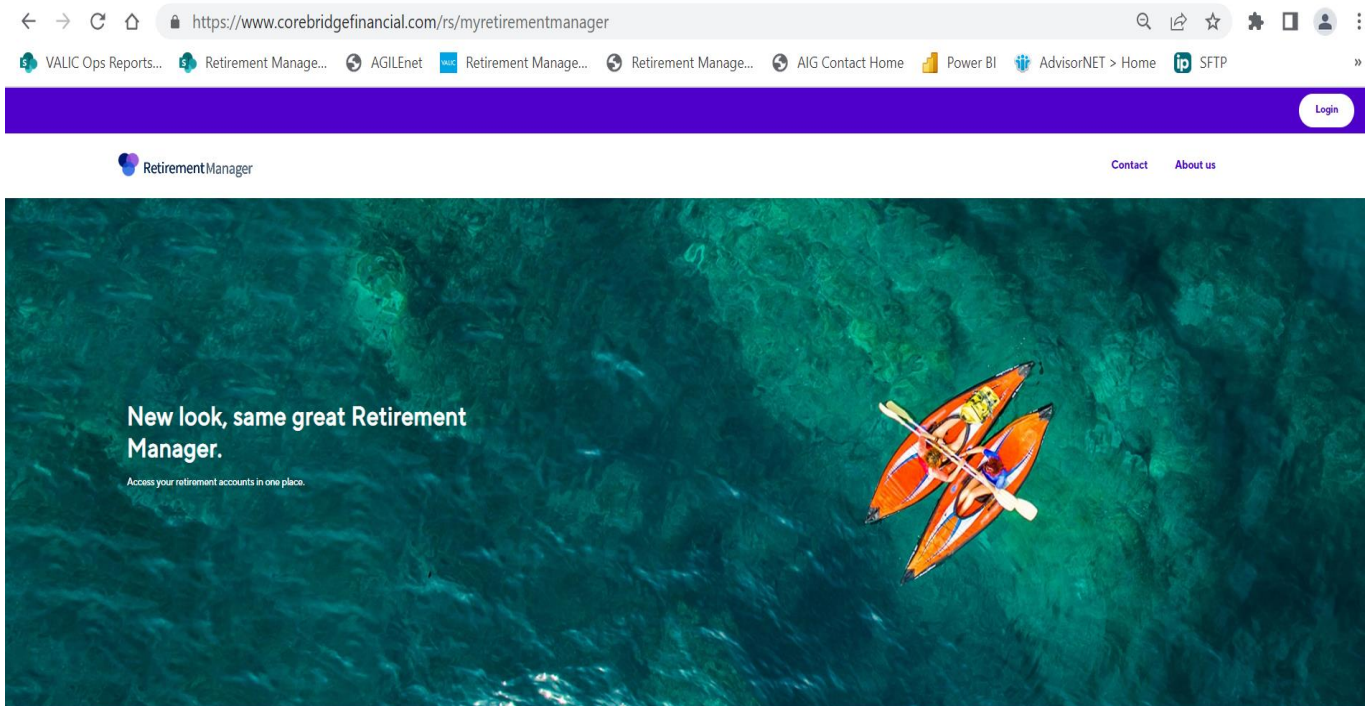


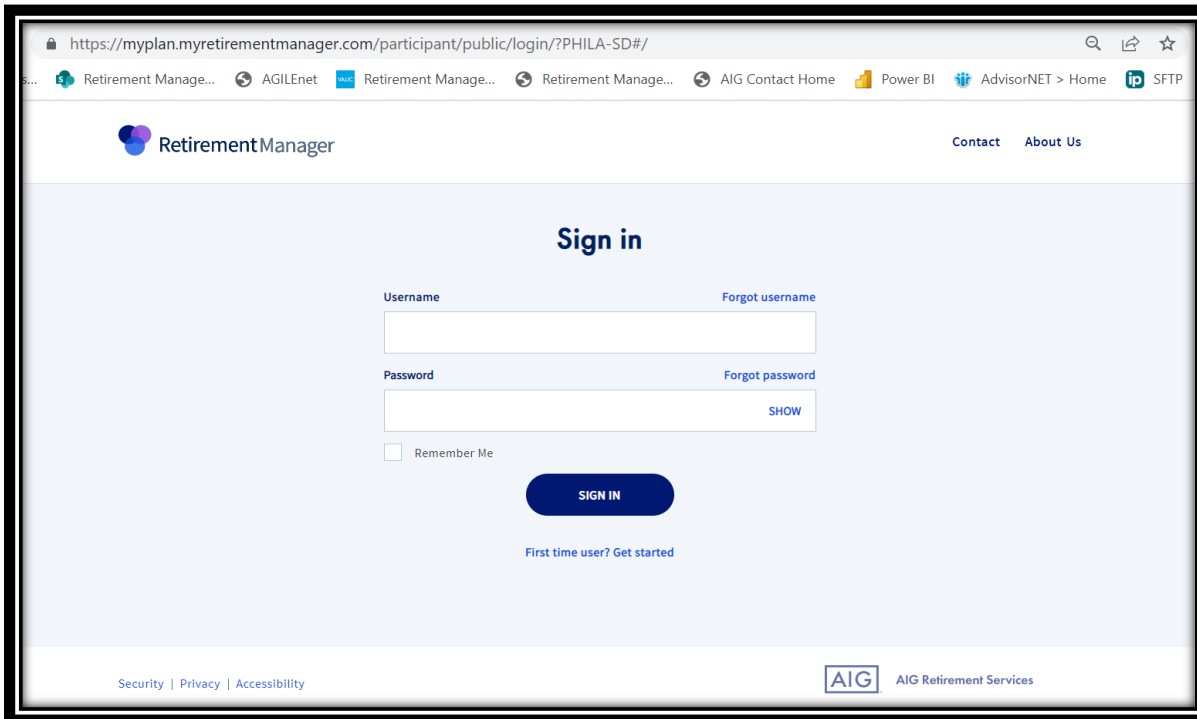
New Hardship Withdrawal Certificate Instructions

Go to [www. corebridgefinancial.com/rs/myretirementmanager](https://www.corebridgefinancial.com/rs/myretirementmanager)

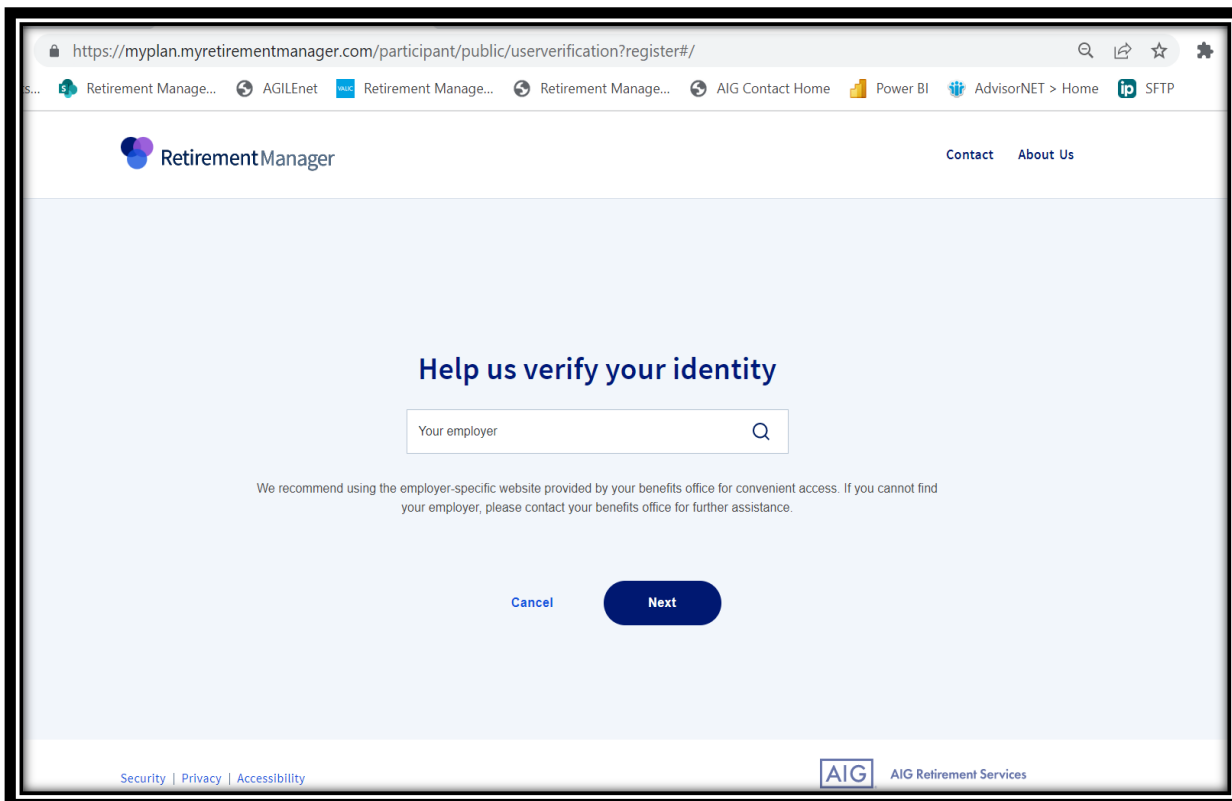
Retirement Manager Participant Call Center: 1-866-294-7950



Click Login and click Login link under Participant

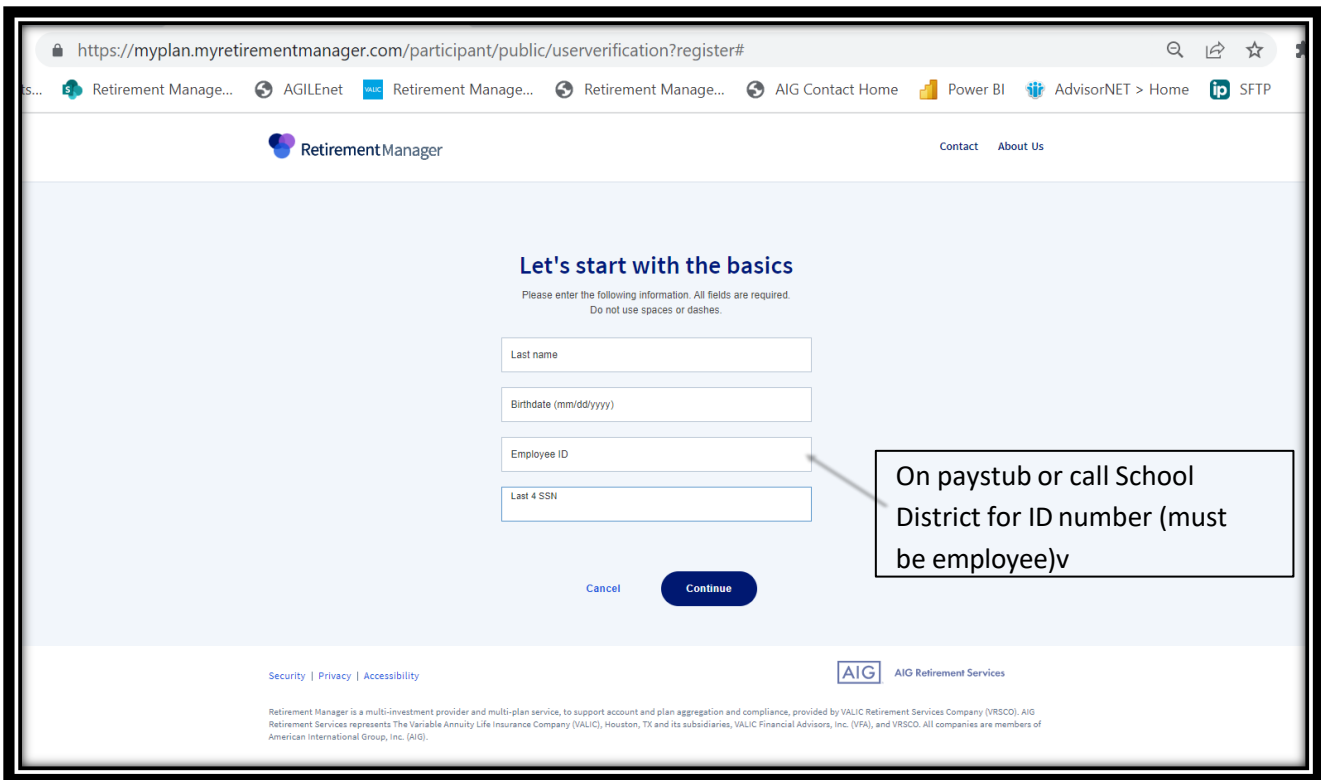


Click the “First time user? Get Started” button if you are a first-time user.



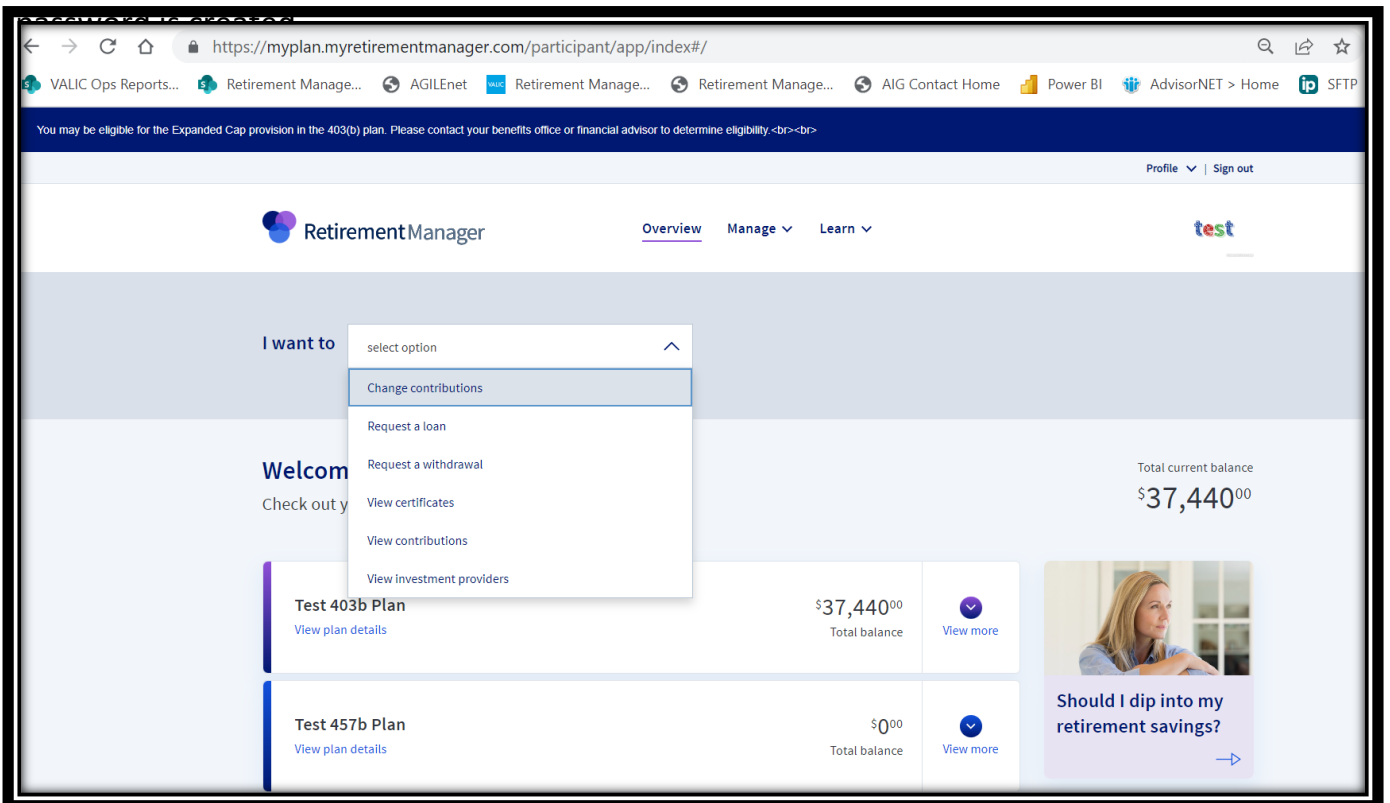
Enter School District of Philadelphia

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.

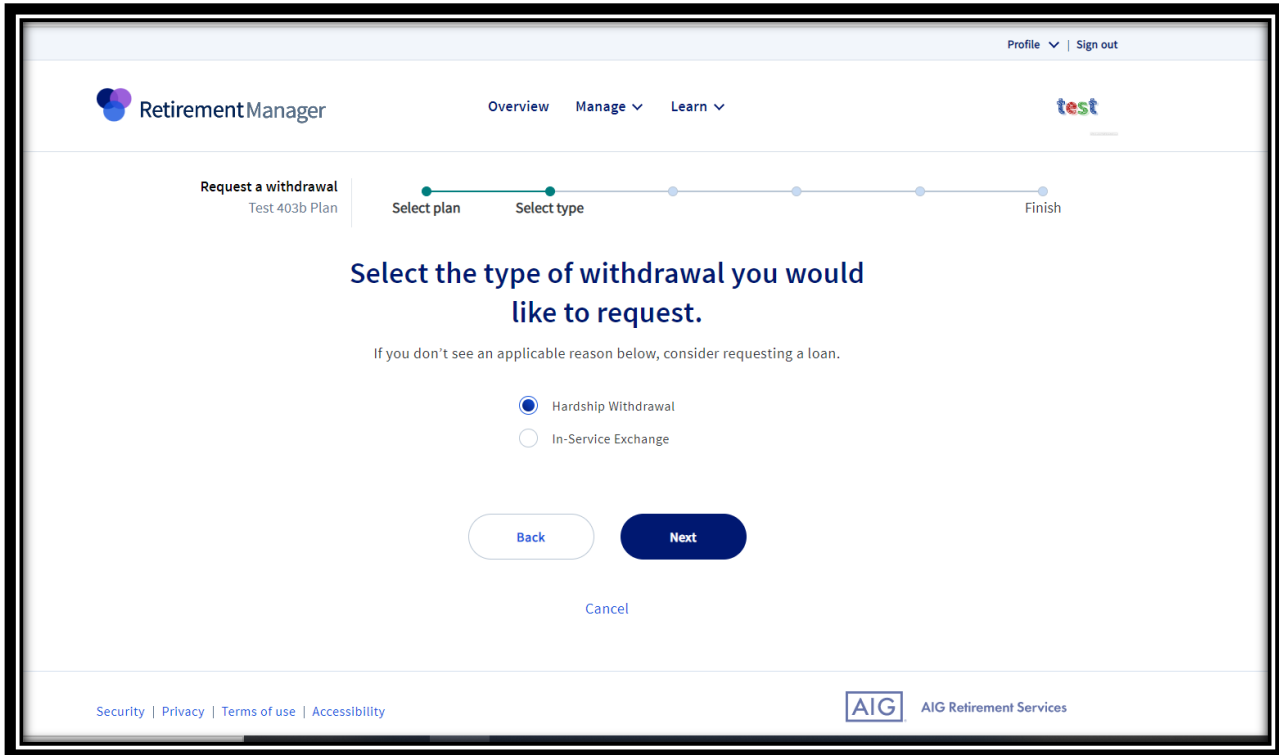
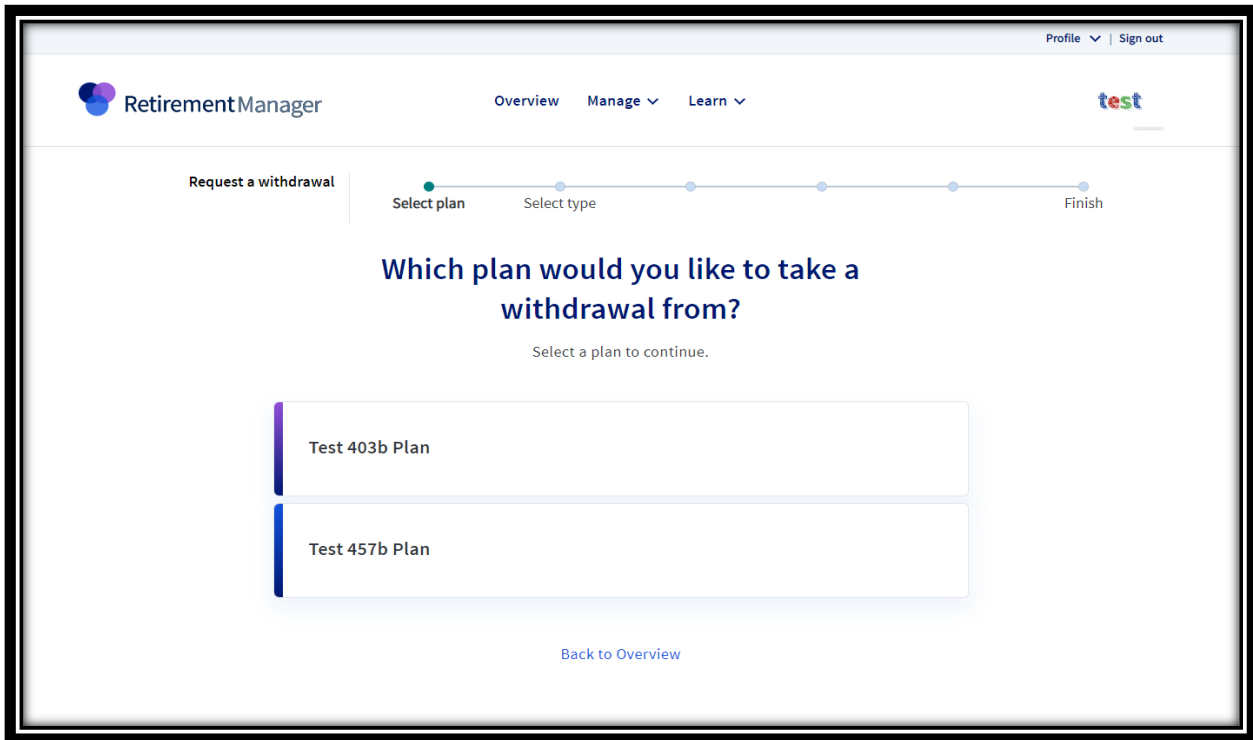


Enter last name, date of birth, employee id (**Do not use spaces or dashes. Include leading zeroes to get your ID to 10 digits**), and last 4 digits of SSN

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



From the participant overview page select “Request a Withdrawal”



-Select **plan type**

- Select **Hardship Withdrawal** if you selected 403B plan or select **Unforeseeable Emergency** if you selected the 457B plan

Profile | Sign out

RetirementManager Overview Manage Learn test

Request a withdrawal
Test 403b Plan

Select plan Select type **Review history** Select reason Request amount Eligibility decision

Please review your hardship withdrawal transactions in the last 12 months.

No hardship withdrawal history reported.

* If you believe there should be one or more additional withdrawals reflected, you may want to contact your investment provider for additional information.

Back Next

Review hardship withdrawal history and click Next

RetirementManager Overview Manage Learn test

Request a withdrawal
Test 403b Plan

Select plan Select type **Review history** Select reason Request amount Eligibility decision

Please select one or more reasons for your hardship withdrawal.

The investment provider may require supporting documentation for each reason selected.

- Medical expenses for you, your spouse, or your dependent (or primary beneficiary other than your spouse if your plan allows).
- Expenses directly related to the purchase of your principal residence, excluding mortgage payments.
- Tuition-related educational fees, including room and board for the next 12 months for post-secondary education for you, your spouse, your children, or your dependents (or primary beneficiary other than your spouse if your plan allows).
- Amounts required to prevent eviction from, or foreclosure on, your principal residence.
- Burial or funeral expenses for your deceased parent, spouse, child, or dependent (or primary beneficiary other than your spouse if your plan allows).
- Expenses for repair of damage to your principal residence that would qualify for the casualty deduction as defined in IRC section 165.
- Expenses and losses (including loss of income) incurred as the result of a disaster declared by the Federal Emergency Management Agency (FEMA). In addition, your principal residence or principal place of employment at the time of the disaster was located in an area designed by FEMA for individual assistance related to the disaster.
- Other

Select one or more hardship withdrawal reason(s)

Profile | Sign out

RetirementManager Overview Manage Learn test

Request a withdrawal
Test 403b Plan

Select plan Select type Review history Select reason Request amount Eligibility decision

Please complete your hardship withdrawal request from each investment provider below.

Test Vendor 1	Test Vendor 2
As of date: 04/26/2023	As of date: 04/26/2023
Available hardship amount \$1,500.00	Available hardship amount \$3,000.00
Requested amount	Requested amount

* Retirement Manager only displays account information from vendors that share data. If you believe you have a balance with a vendor not listed, please contact your investment provider directly for additional information.

Withdrawal amount total:

- Select vendor(s) and hardship withdrawal amount

After all the above steps:

- - Click the "I Agree" button 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. You can also save the certificate as a pdf.
- Since you are printing a certificate, you do **not** need a signature from the School District.