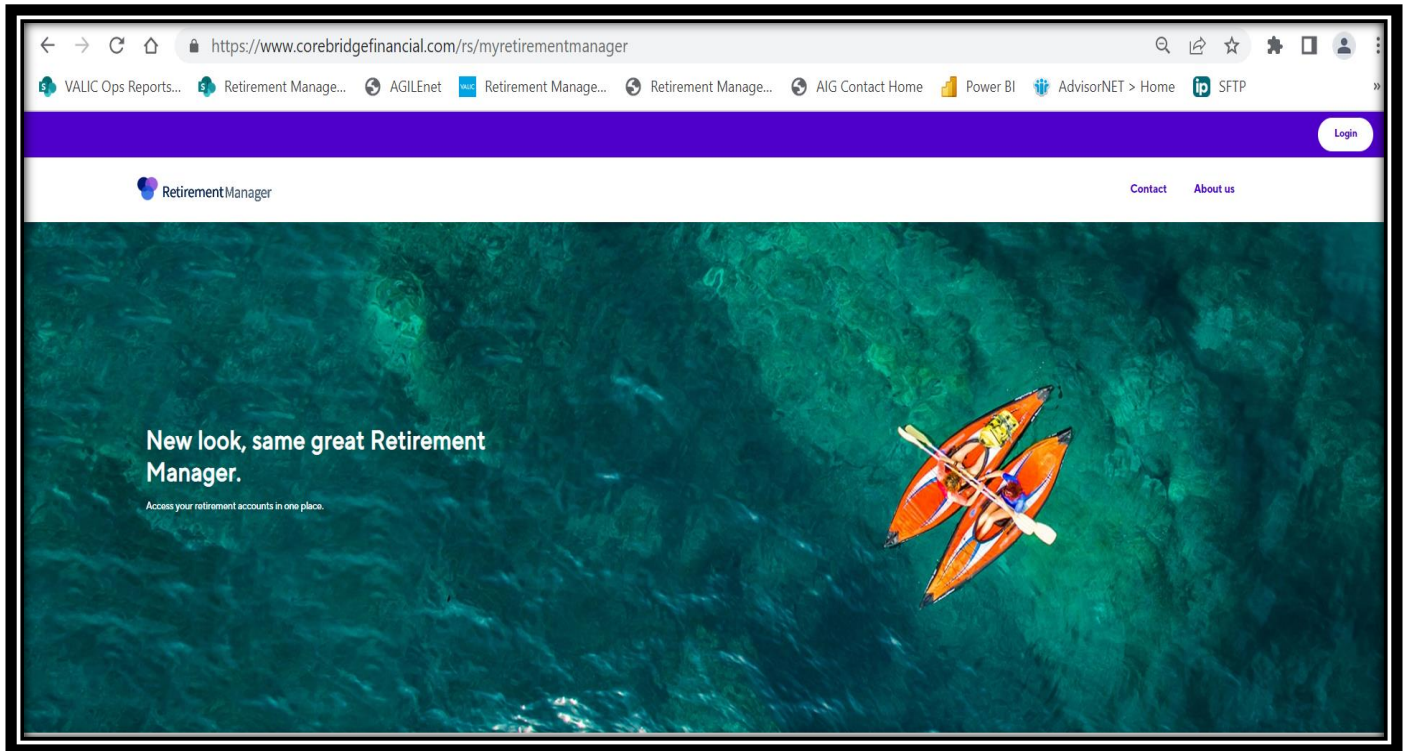


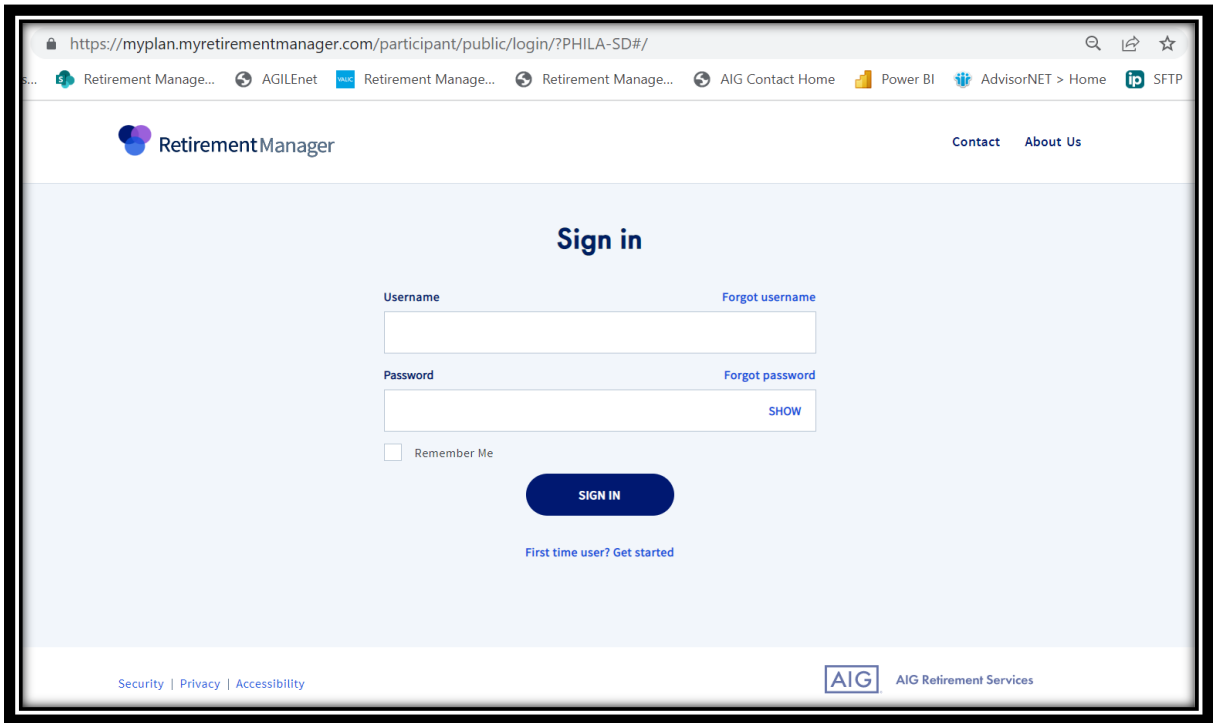
New In-service distribution certificate instructions

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

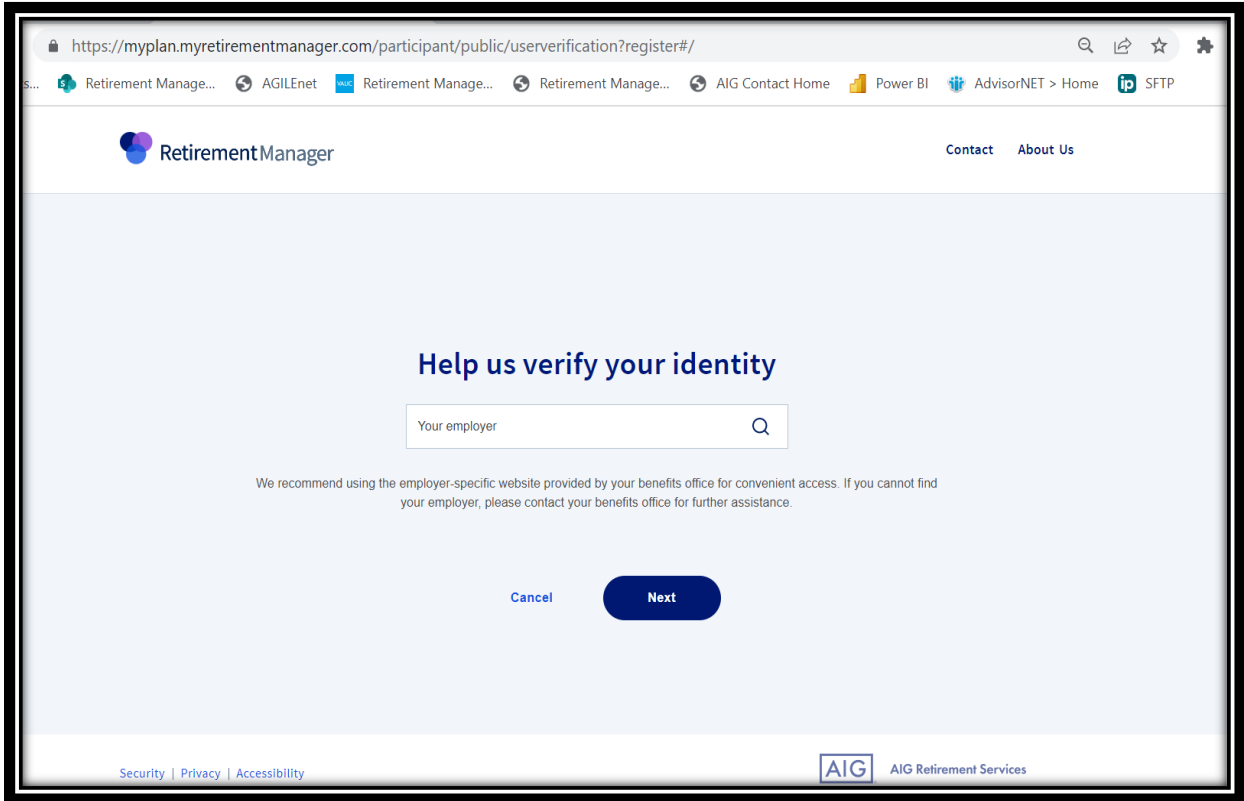
Retirement Manager Participant Call Center: 1-866-294-7950



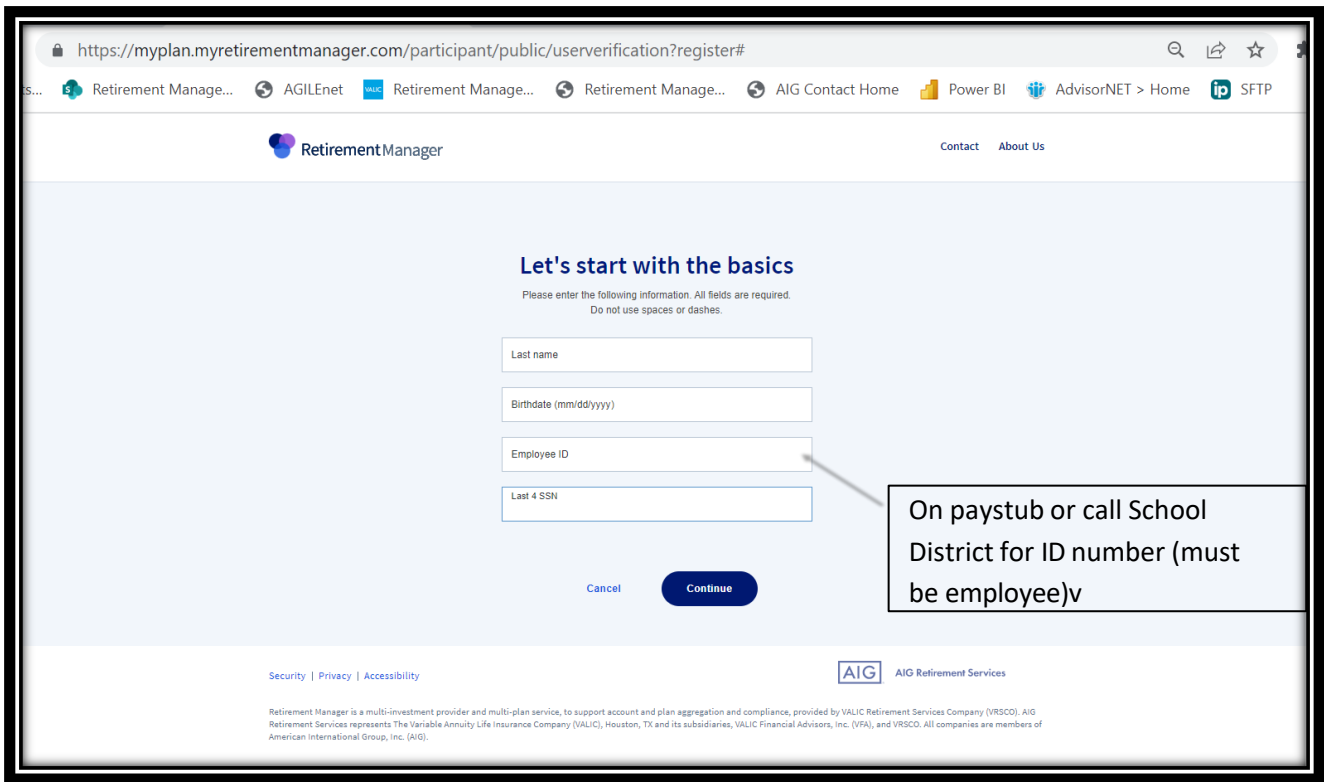
Click Login and click Login link under Participant



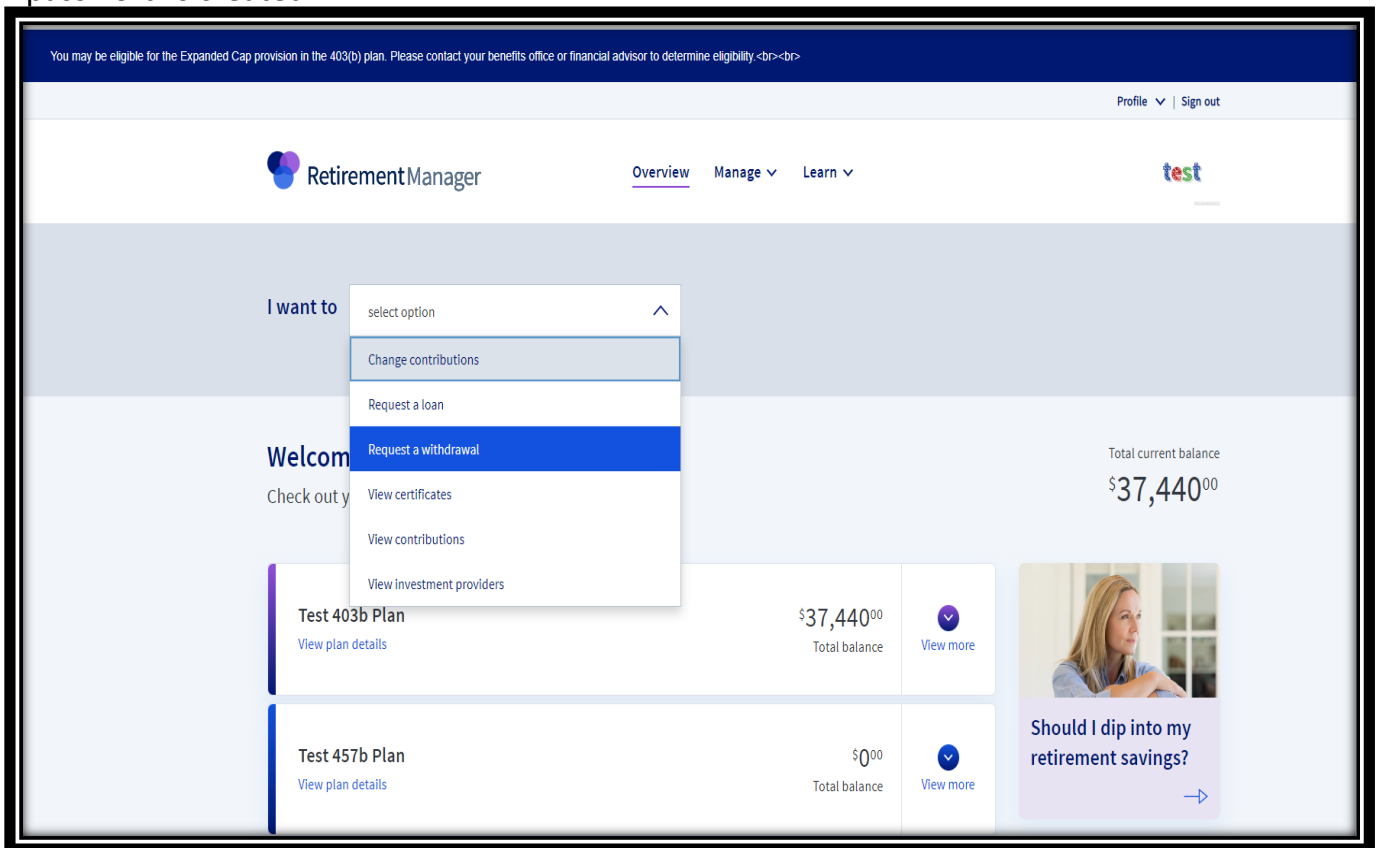
Click the “First time user? Get Started” button if you are a first-time user.



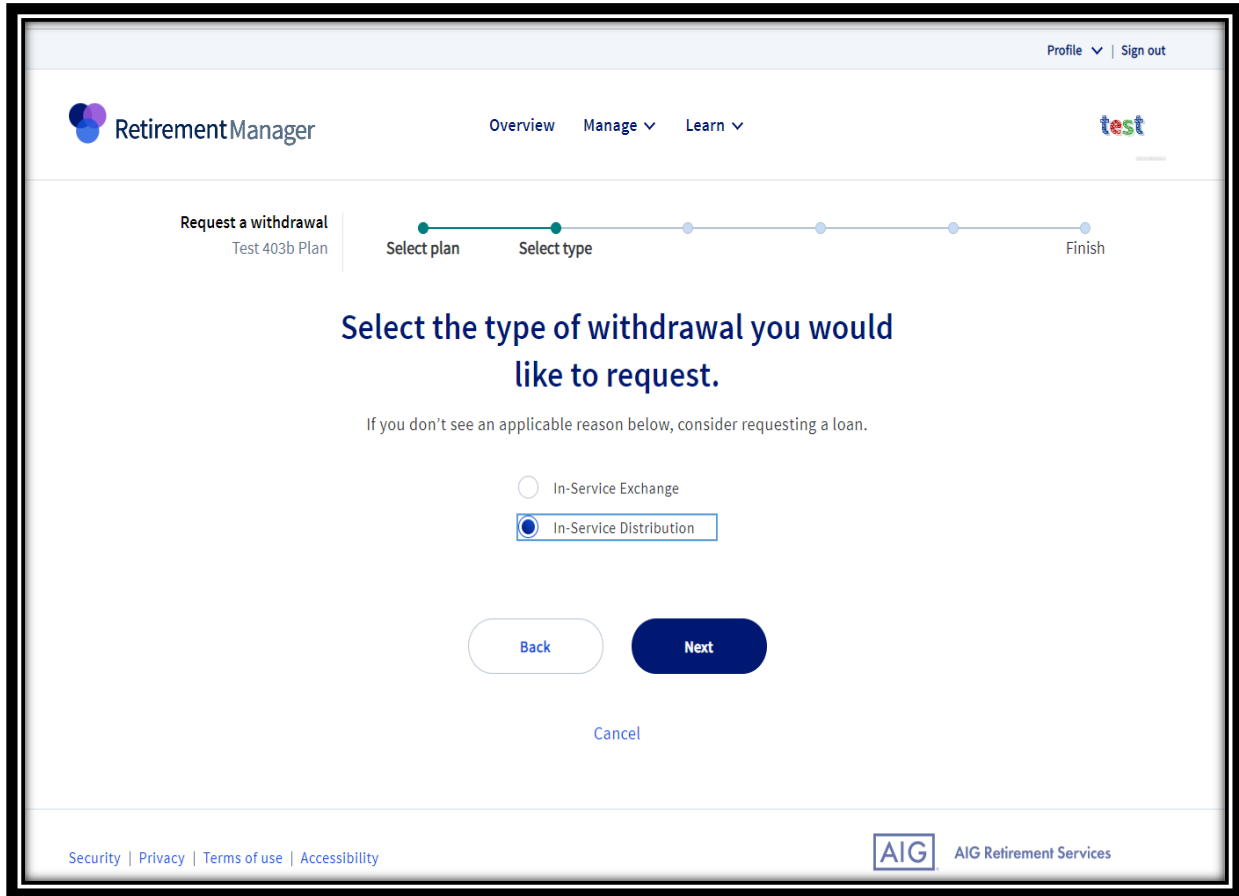
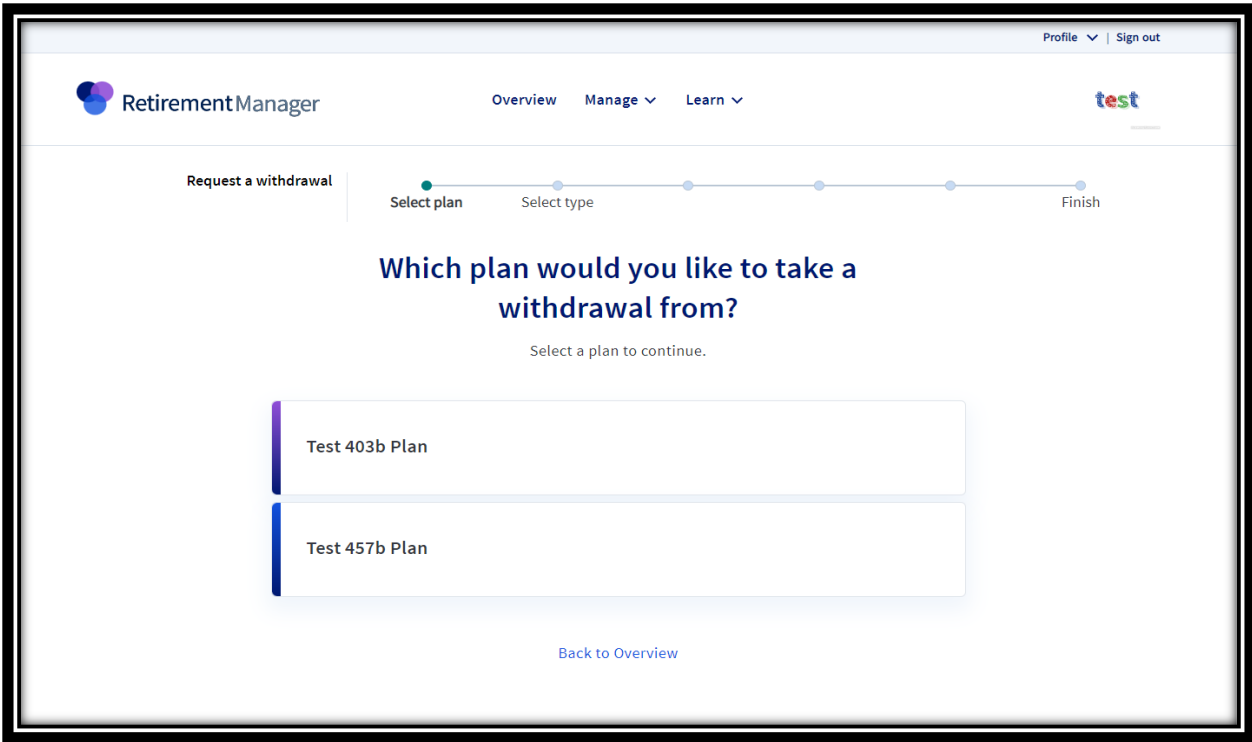
Enter School District of Philadelphia



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 password is created.



From the participant overview page select “Request a Withdrawal”



-Select plan type

- Select In-Service Distribution

Profile | Sign out

RetirementManager Overview Manage Learn test

Request a distribution
Test 403b Plan

Select plan ————— Select type ————— Request amount ————— Finish

Make your distribution request below.

Test Vendor 2
As of date: 04/26/2023 ⓘ

Account balance ⓘ \$29,349.70

Full Disbursement

Distribution amount

Test Vendor 1
As of date: 04/26/2023 ⓘ

Account balance ⓘ \$8,090.30

Full Disbursement

Distribution amount

Confirmation

The reason for this In-Service Distribution request: attainment of age 59 1/2

I hereby provide an electronic signature. I am aware that this request must be reviewed in order to determine that it complies with all

- Select provider
- Select either “Full Disbursement” or enter disbursement 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.