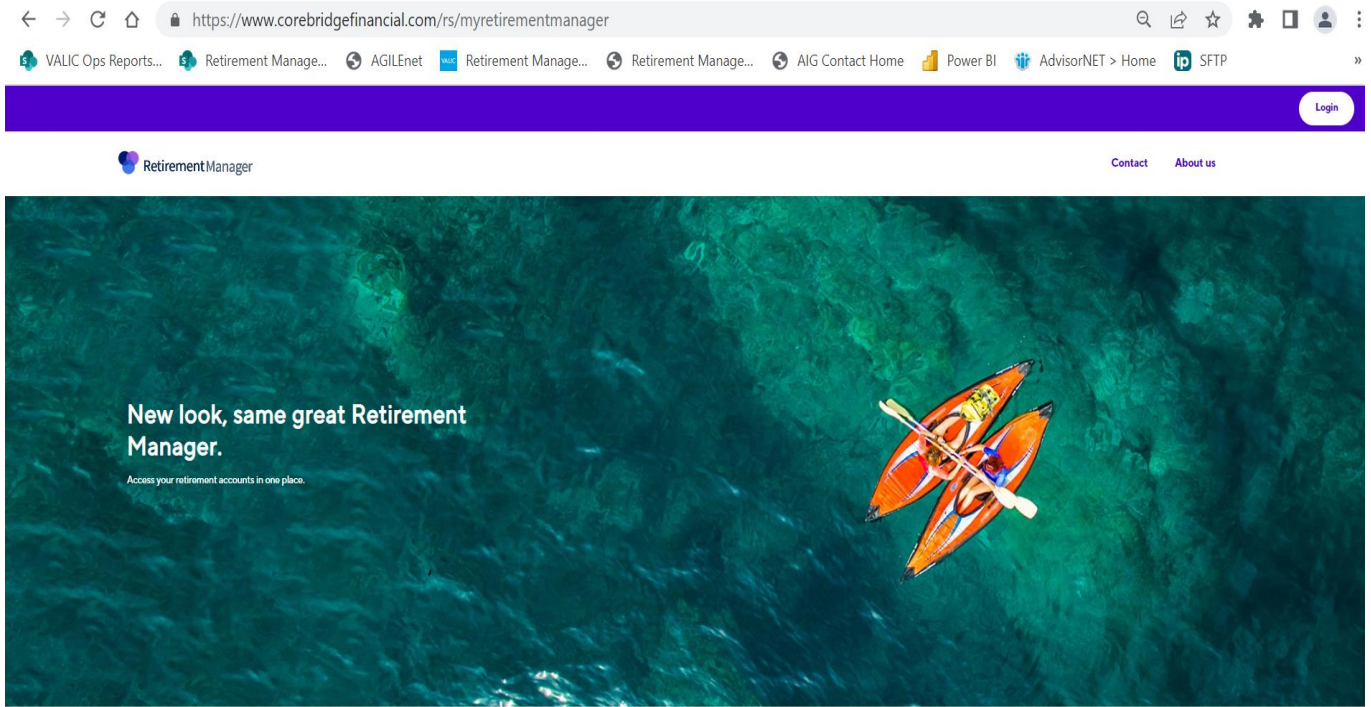


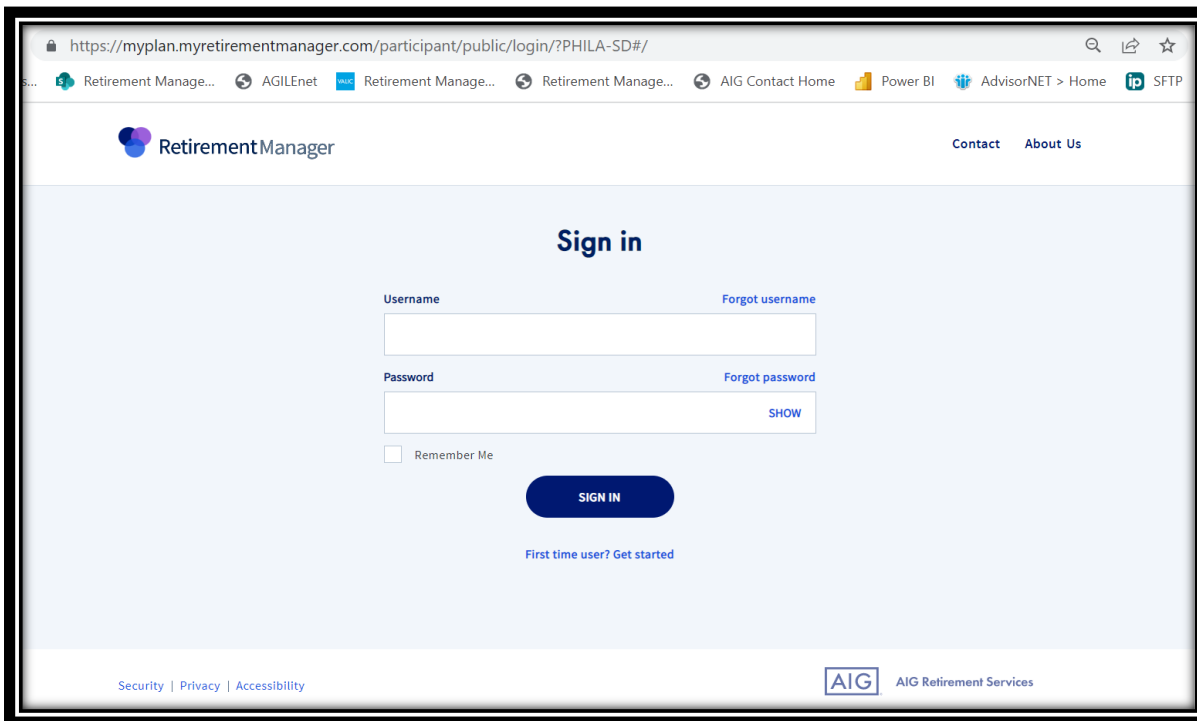
New In-service Exchange certificate Instructions

Go to www.corebridgefinancial.com/rs/myretirementmanager

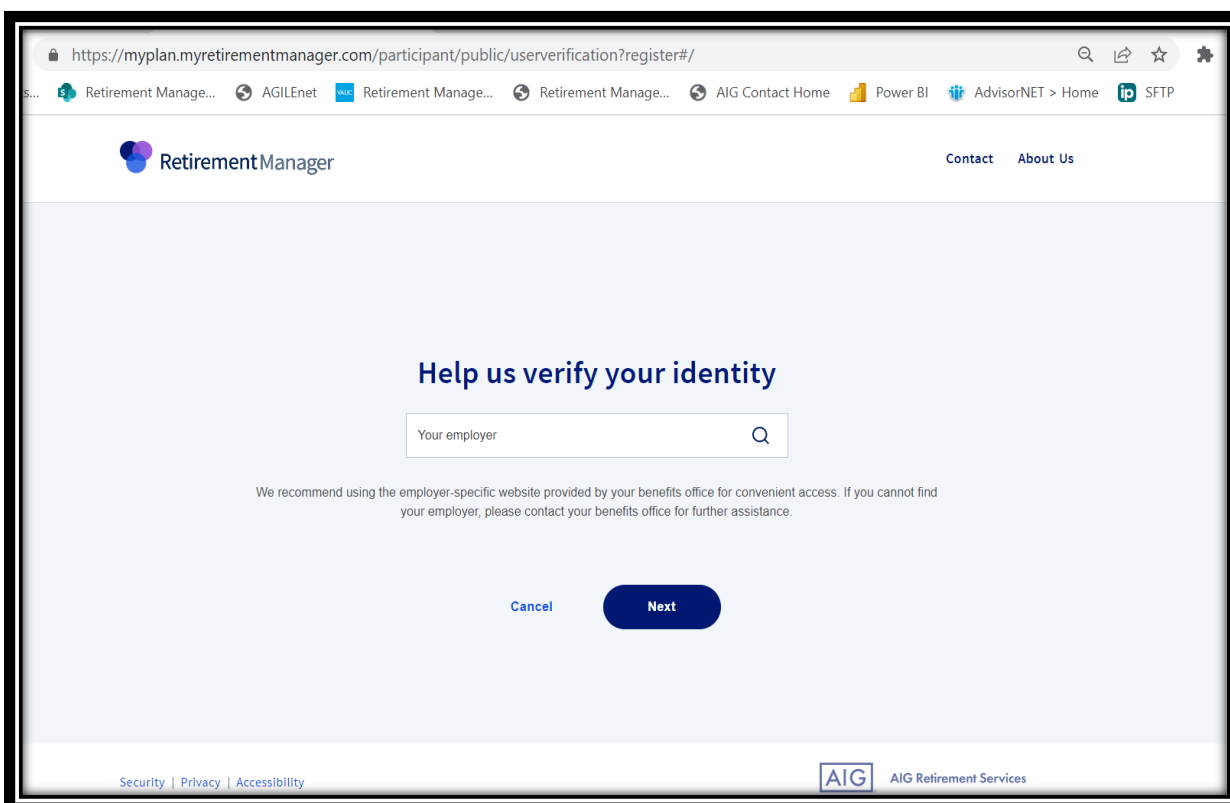
Retirement Manager Participant Call Center: 1-866-294-7950



Click Login and click Login link under Participant

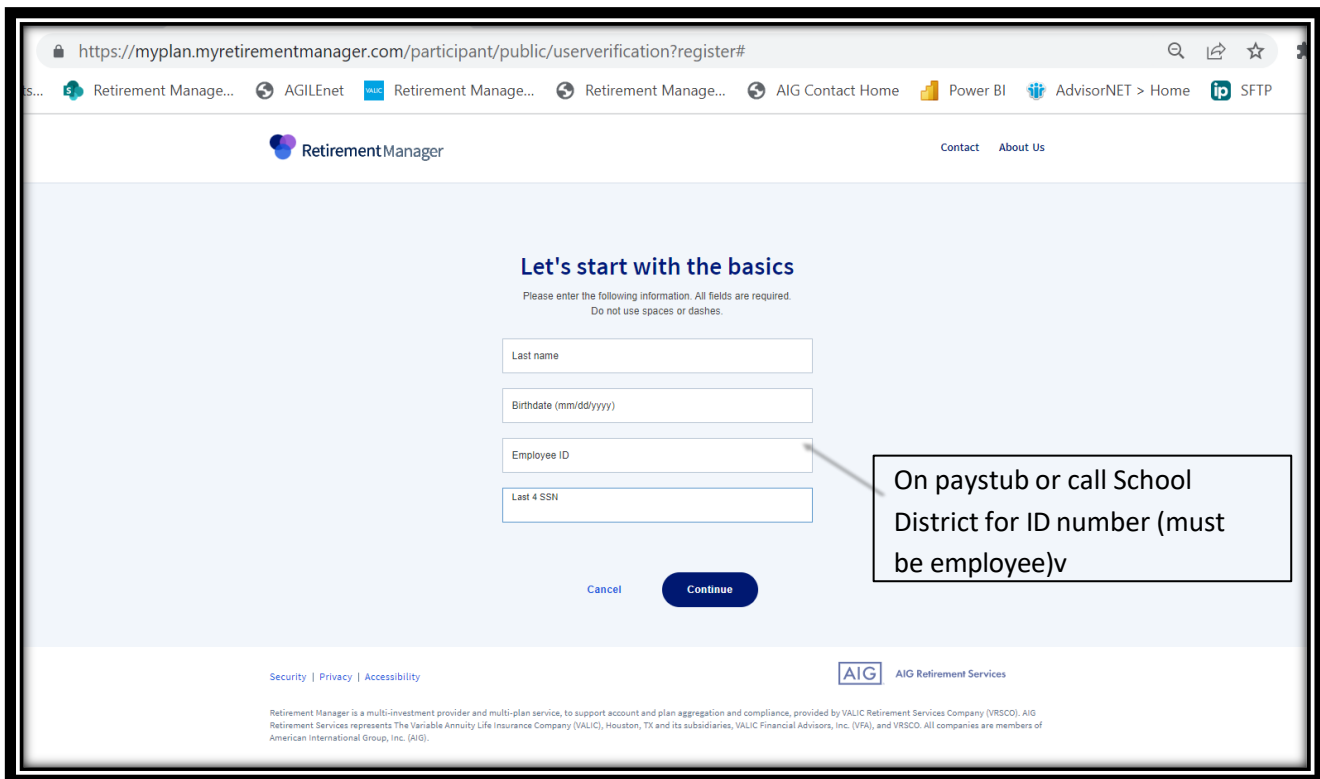


Click the “First time user? Get Started” button if you are a first-time user.



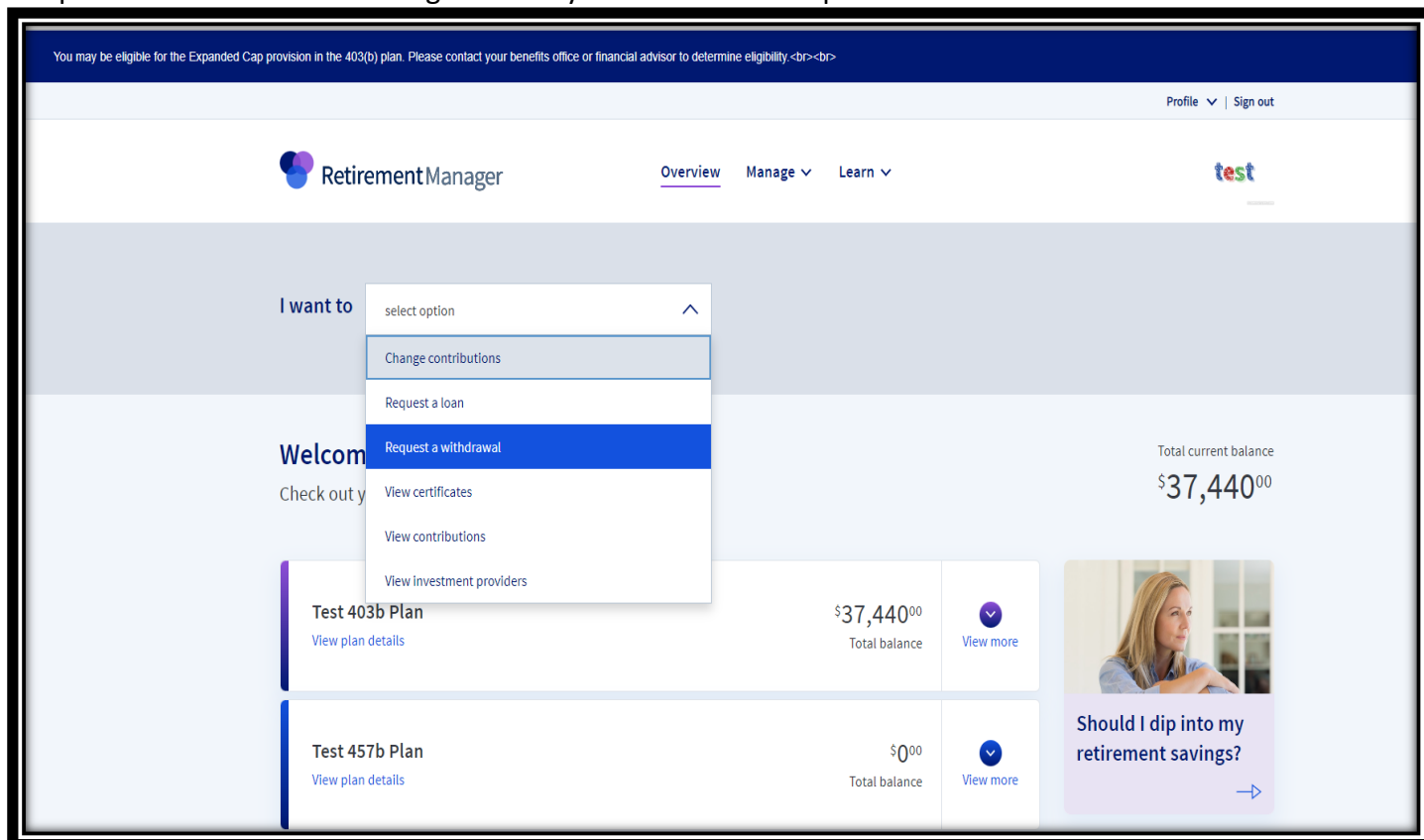
Enter School District of Philadelphia

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 password is created.



From the participant overview page select “Request a Withdrawal”

Profile | Sign out

RetirementManager Overview Manage Learn test

Request a withdrawal

Select plan Select type Finish

Which plan would you like to take a withdrawal from?

Select a plan to continue.

- Test 403b Plan
- Test 457b Plan

[Back to Overview](#)

Profile | Sign out

RetirementManager Overview Manage Learn test

Request a withdrawal
Test 403b Plan

Select plan Select type Finish

Select the type of withdrawal you would like to request.

If you don't see an applicable reason below, consider requesting a loan.


Hardship Withdrawal

In-Service Exchange

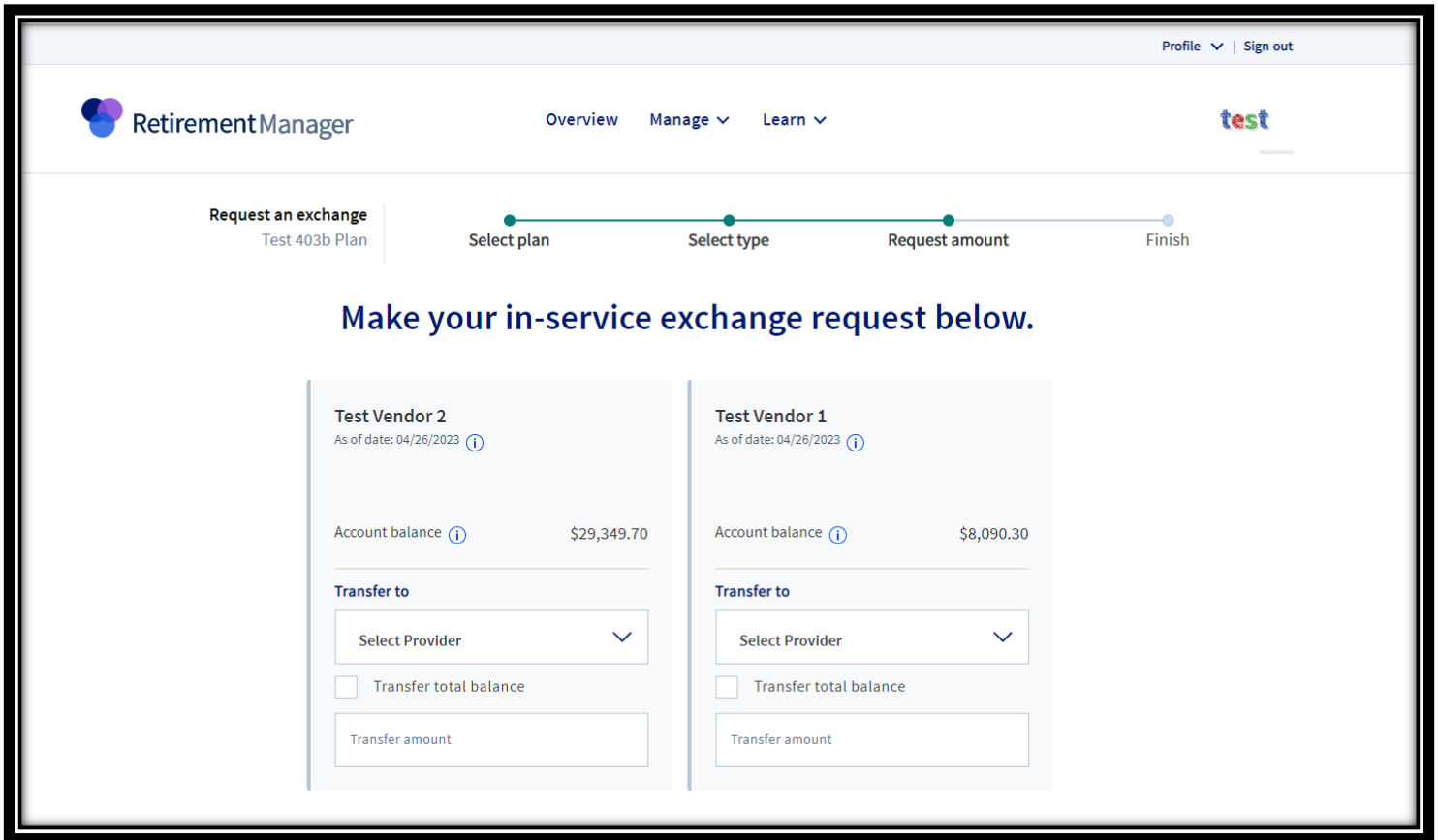
[Back](#) [Next](#)

[Cancel](#)

[Security](#) | [Privacy](#) | [Terms of use](#) | [Accessibility](#)

 AIG Retirement Services

- Select **plan type**
- Select **In-Service Exchange**



- Select provider from dropdown in the ‘Transfer To’ section
- Select either “Transfer total balance” or enter transfer 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.