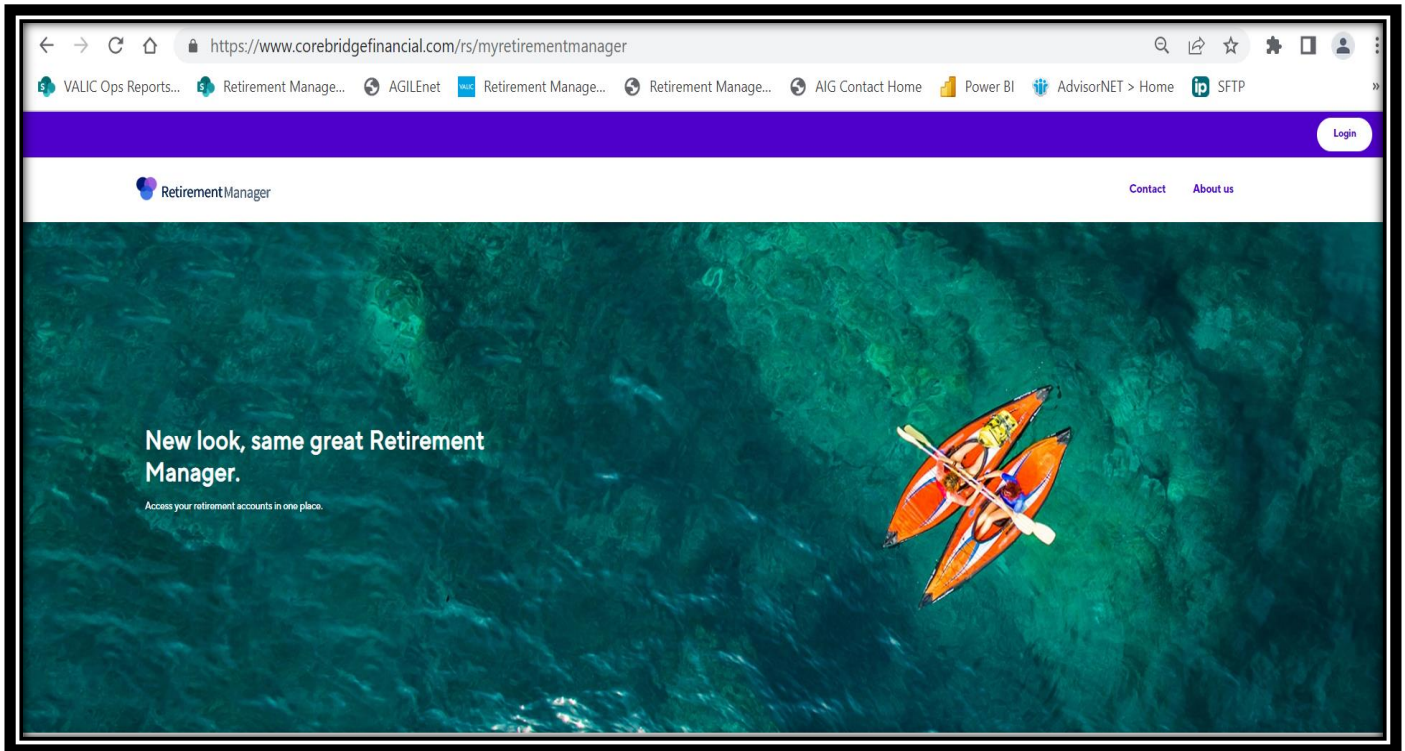


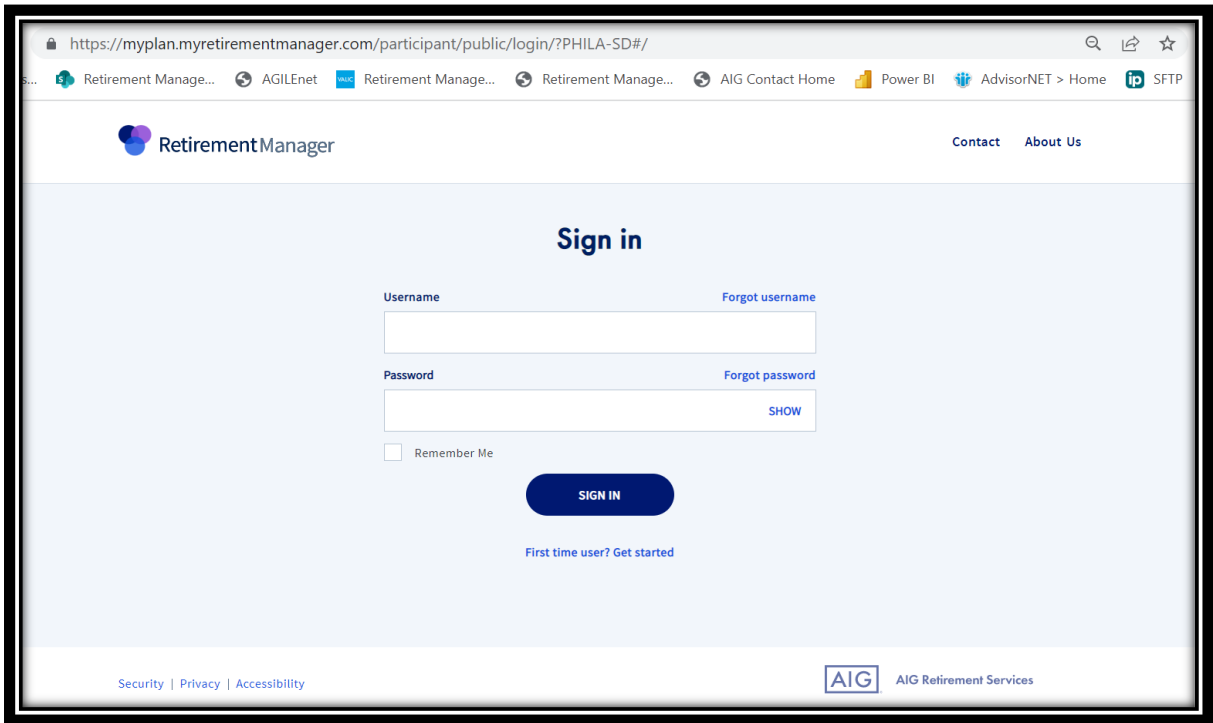
New Severance of Employment certificate Instructions

Go to www.corebridgefinancial.com/rs/myretirementmanager

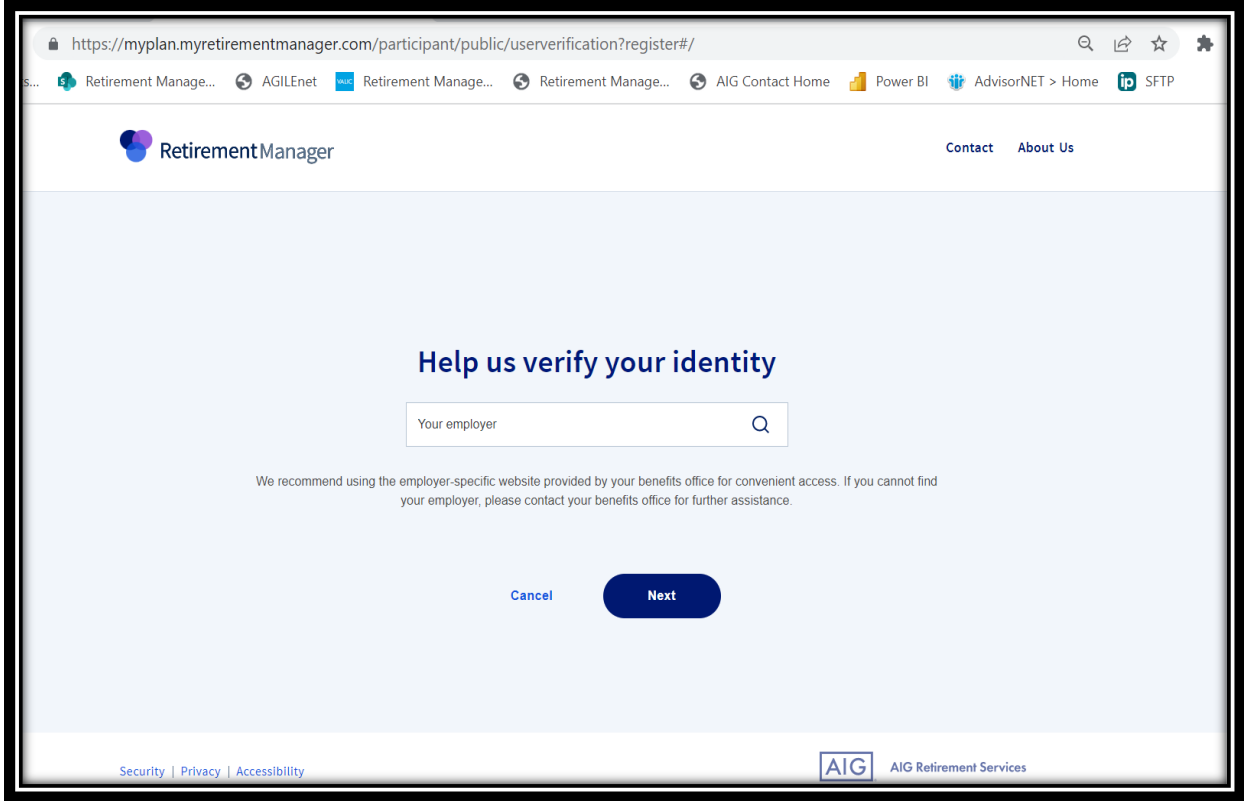
Retirement Manager Participant Call Center: 1-866-294-7950



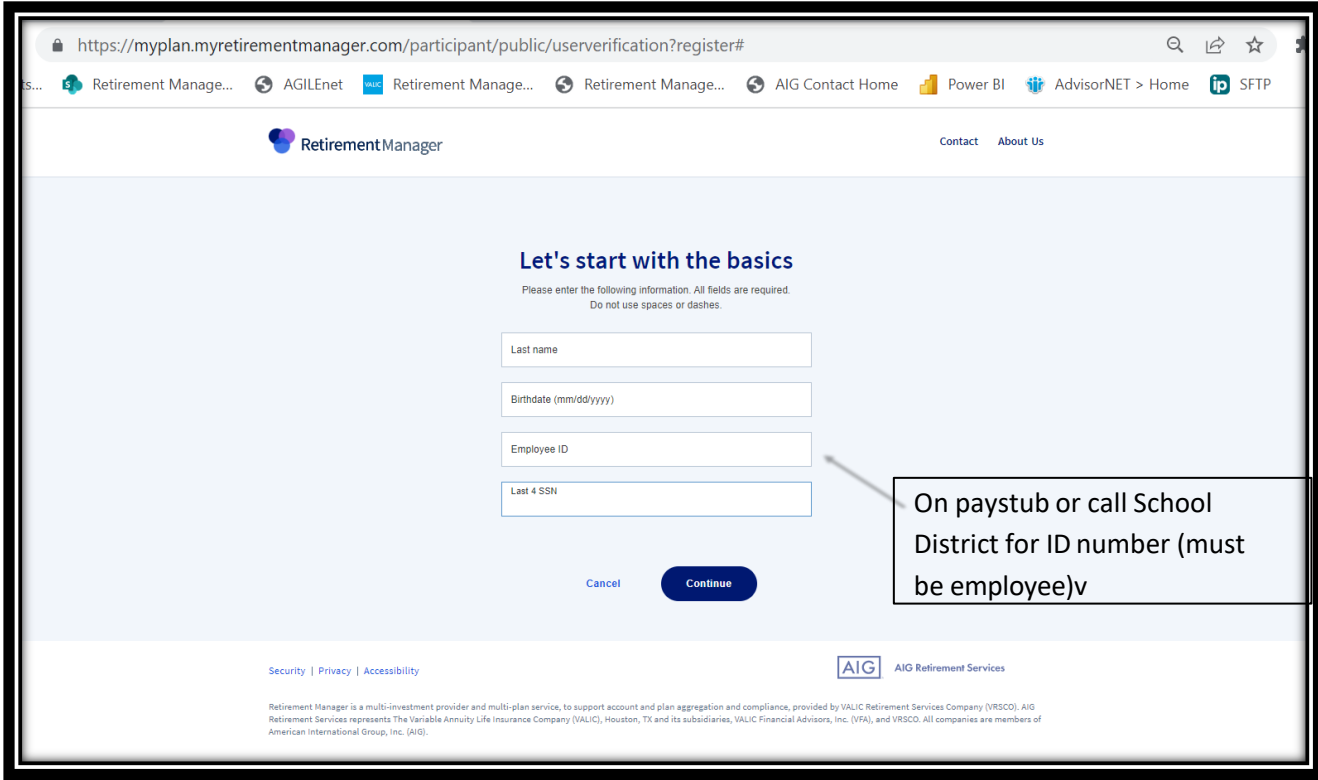
Click Login and click Login link under Participant



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

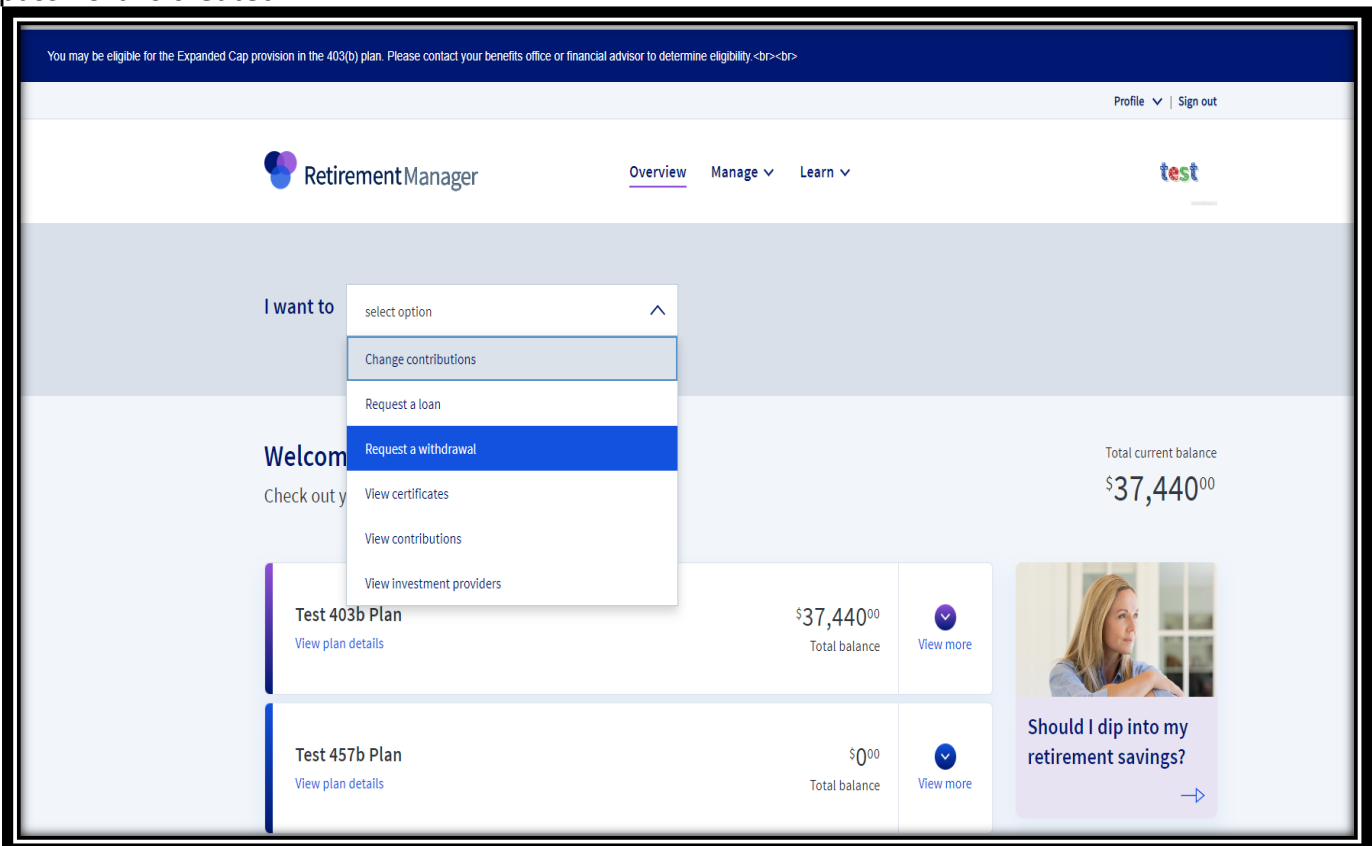


Enter School District of Philadelphia

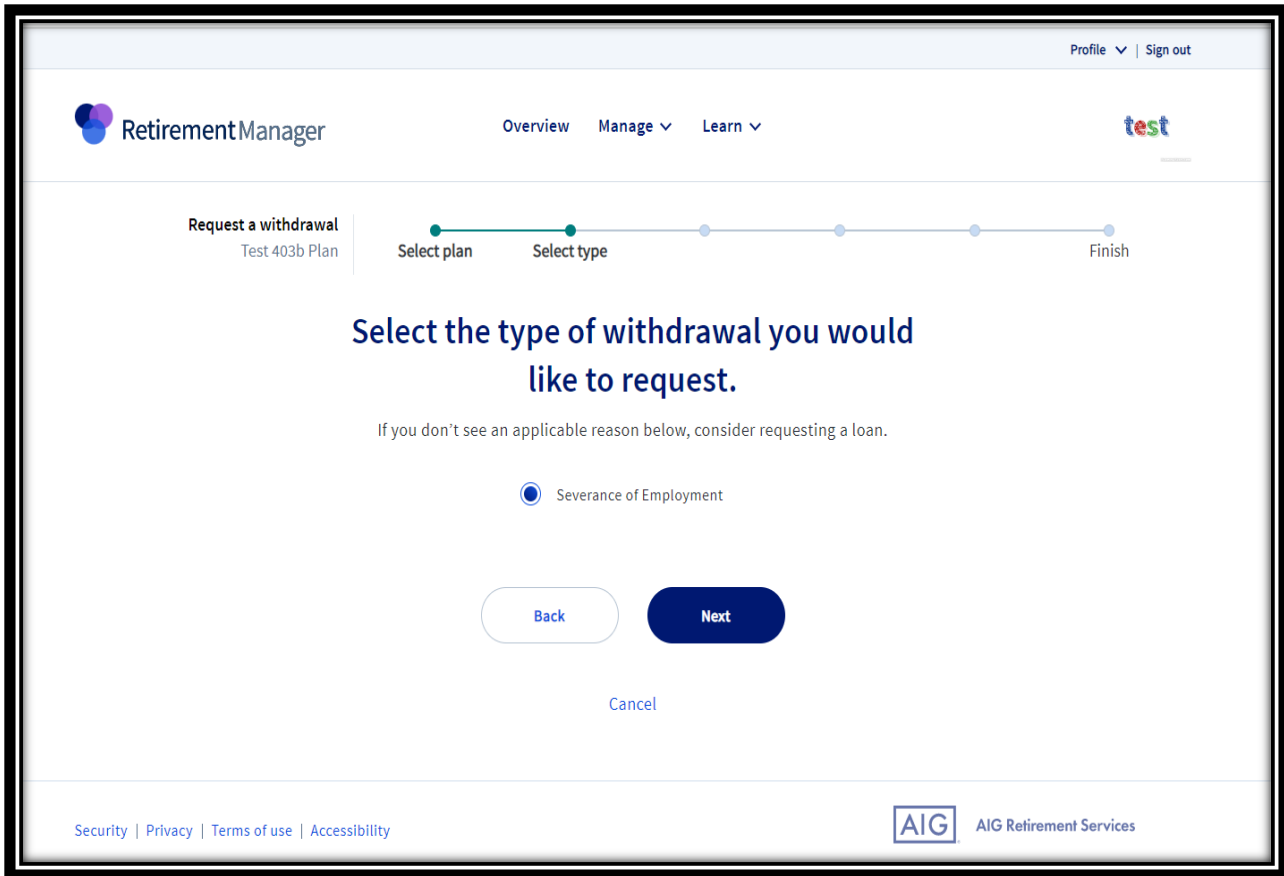
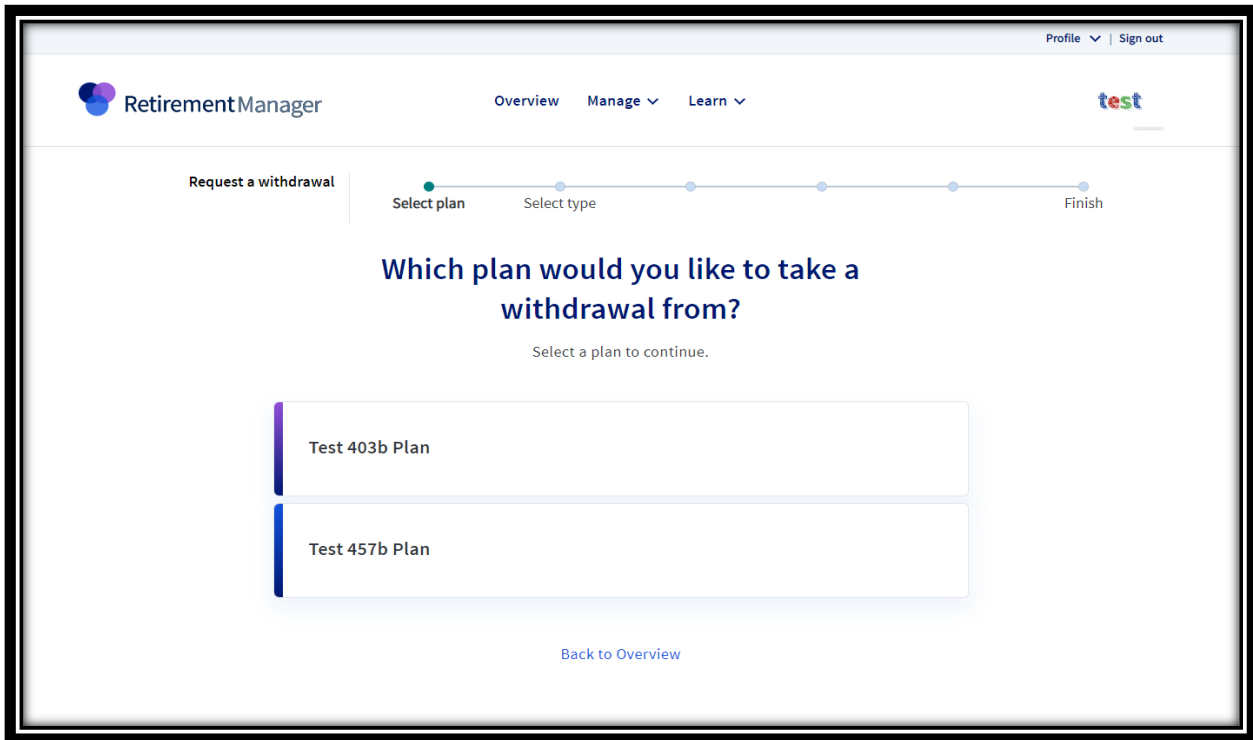


Enter last name, date of birth, employee id (Do not use spaces or dashes. Include leading zeroes to get your ID to 10 digits), and last 4 digits of SSN

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 **Severance of Employment**

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

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

I have authorized the selected investment provider(s) to verify any information regarding the request limited to sources identified

- 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.