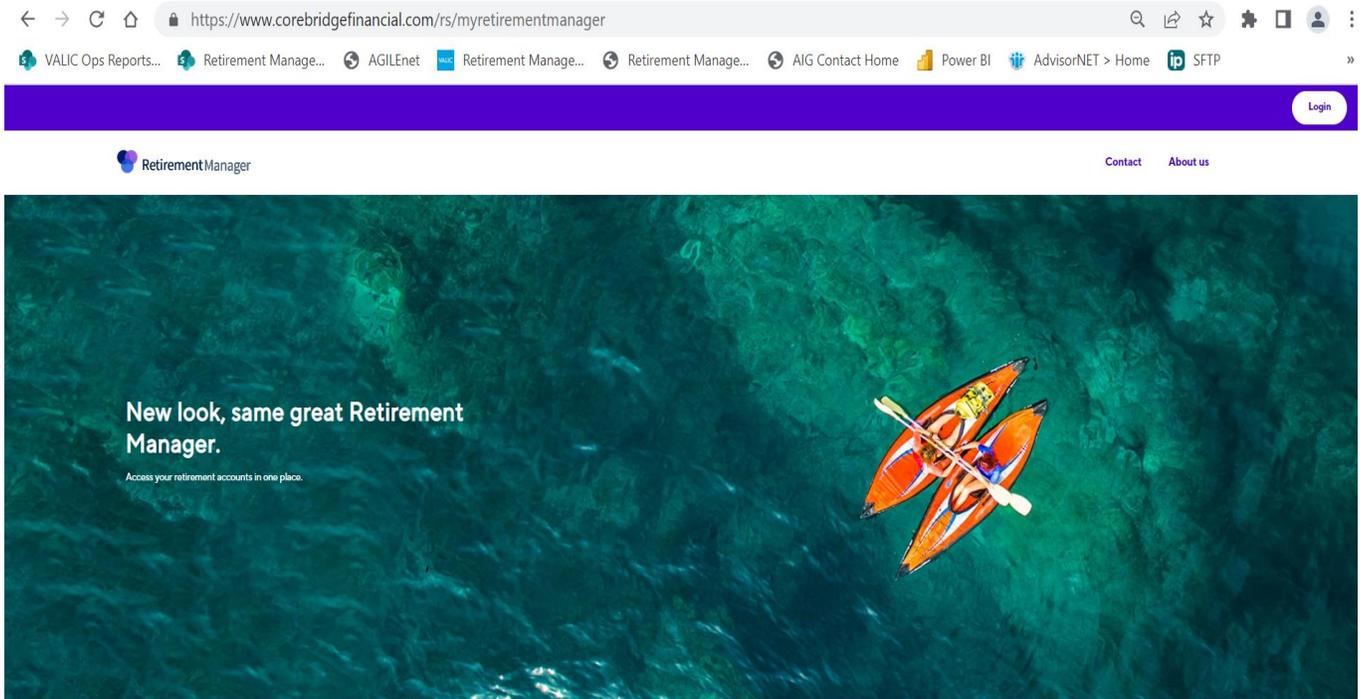


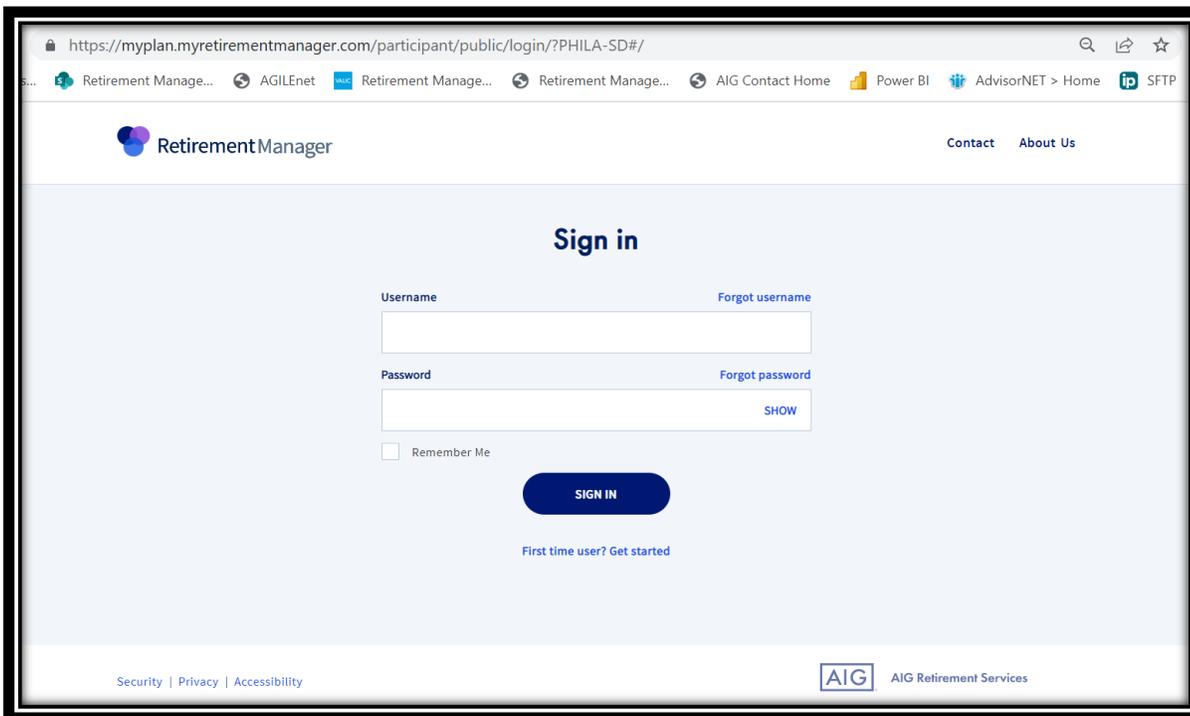
Starting/Changing/Stopping Contributions

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

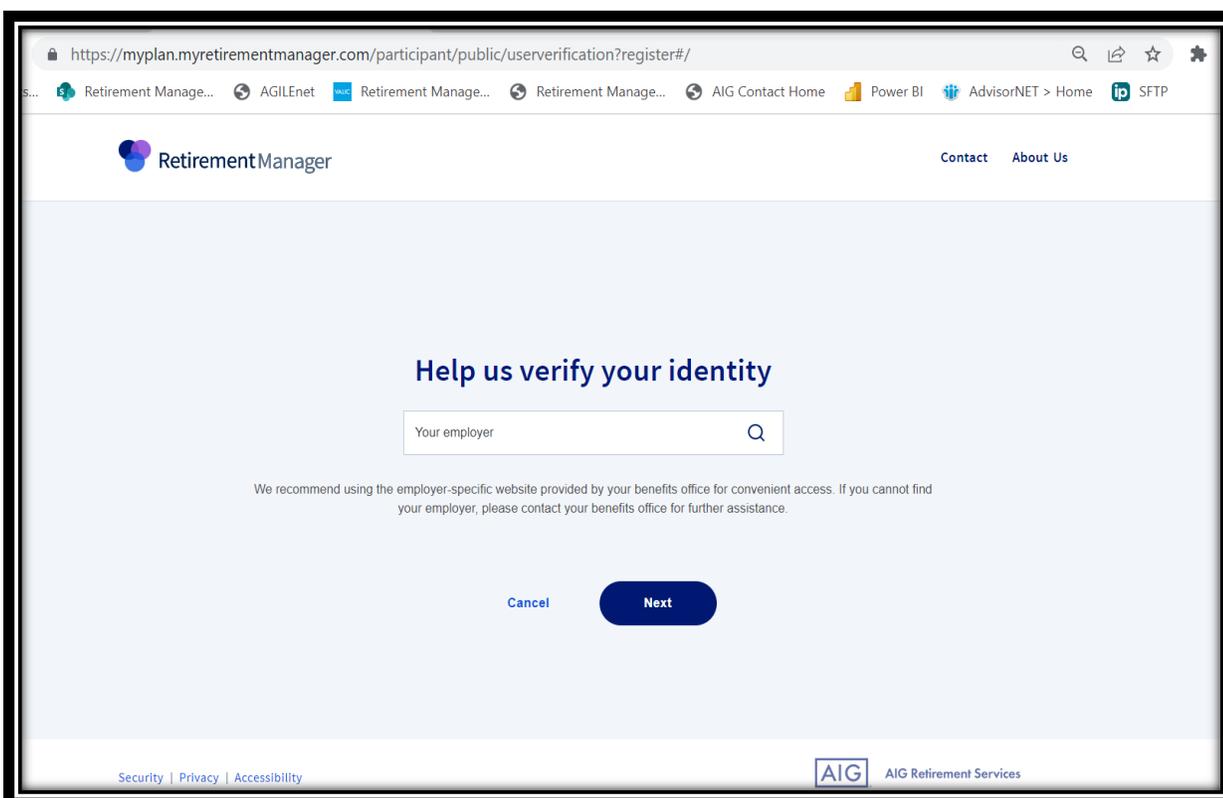
Retirement Manager Participant Call Center: 1-866-294-7950



Click Login and click Login link under Participant

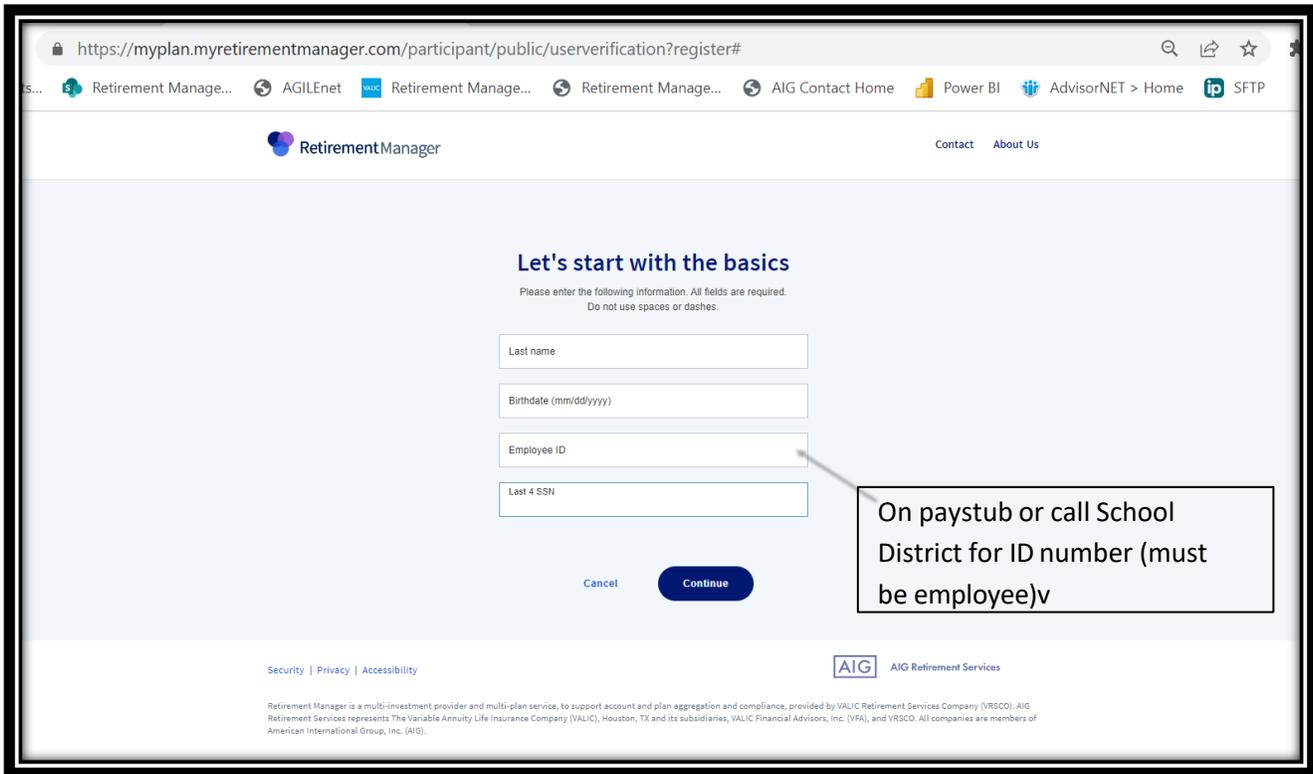


Click the “First time user? Get Started” button if you are a first-time user.



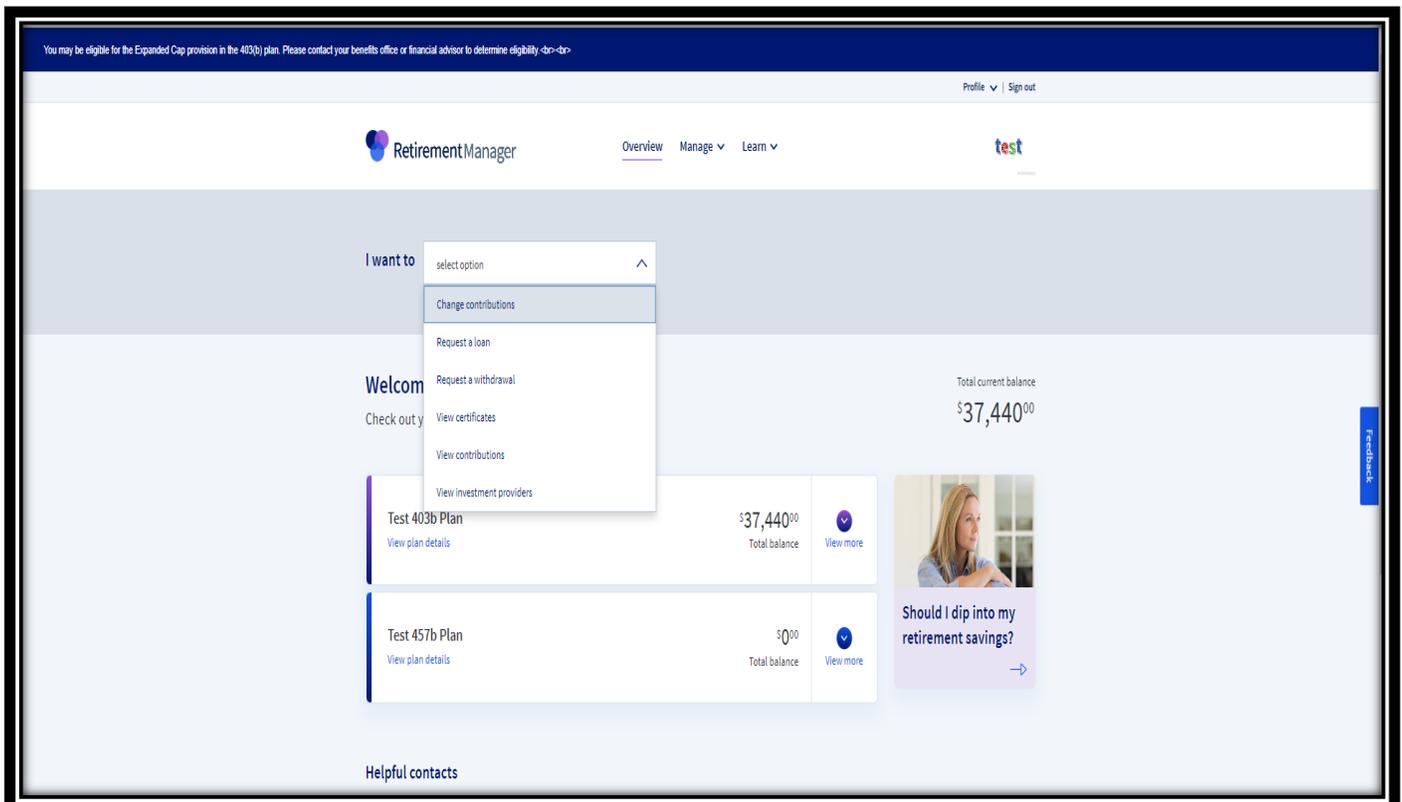
Enter School District of Philadelphia

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.

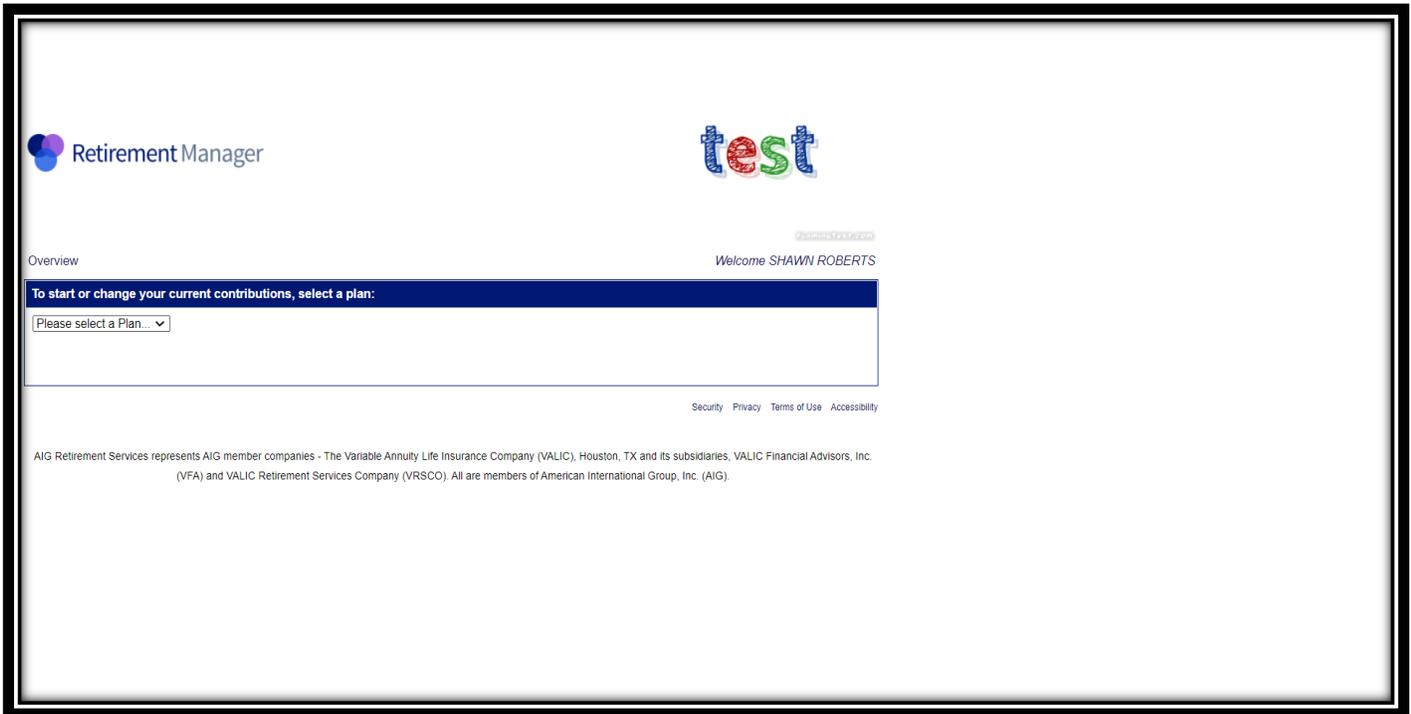


Enter last name, date of birth, employee id (Do not use spaces or dashes. Include leading zeroes to get your ID to 10 digits), and last 4 digits of SSN

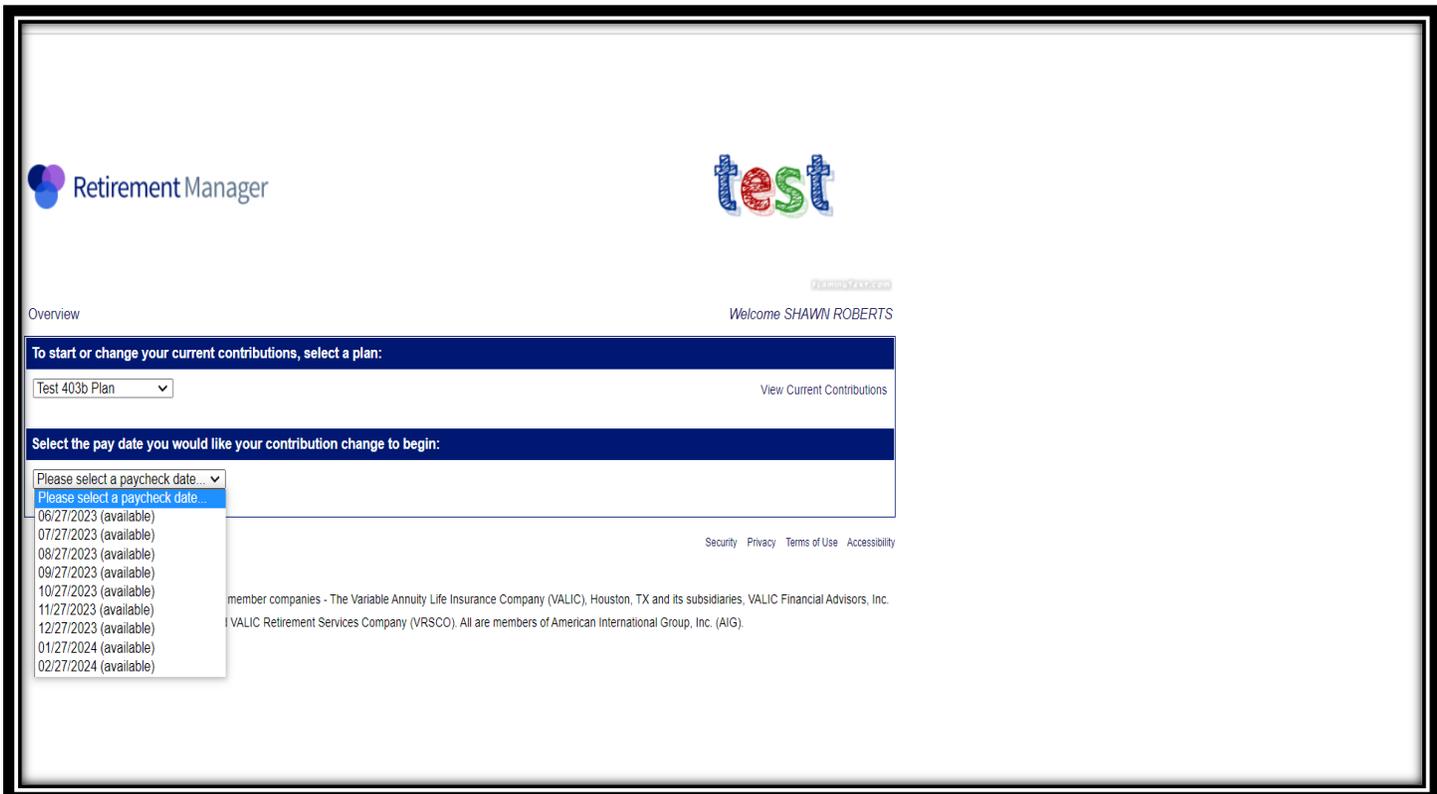
Select Continue. You will be brought to page where you make a username and password, select a picture to help remember your password if you forget. Please write down your username and password. You will have to sign in once your username and password is created.



From the participant overview page select “Change Contributions”



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}.



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%
TOTAL	0%	0%

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