

Enrolling/Changing 403b – Voluntary Retirement Plan*

1. Go to <https://myretirementmanager.com/>
2. If you have already set up your login information you will want to go ahead and login to your account. If you have not set up your login information, click on “I’m a New User.”
3. Your user ID will be the Employee ID number the university gave you, then you will answer the questions that follow and set up your password.
4. Once you’ve completed the login steps, login to your account.
5. Click on “Start or Change my Contribution”
6. Click the drop down arrow under “Please Select a Plan” and select “Tax Sheltered Annuity Plan”
7. Then you will click the drop down arrow under “Please select a Paycheck date” and click on the first available date
8. Click “Next”
9. Now, you will click on the drop down arrow to select “Ongoing Flat Dollar Contribution”
10. In the box next to “Enter new Contribution” – this will be the dollar amount you want to contribute monthly that will come out of your paycheck each month.
11. Then in the chart under the above item where it lists the Investment Provider, you will pick the provider you wish to handle your 403b account by placing a percentage amount in the New % column. For example, if you would like Fidelity to handle your contribution completely, then you would place a 100 on the row listed for Fidelity. If you wanted Fidelity to handle 50% and Valic to handle 50% then you would place those numbers on the row associated with the vendor name.
12. Once you have done that click “Next.”
13. Then it will take you to a page showing your contribution has successfully been updated.
14. If it allows you to print a confirmation page, you will want to print it and keep it in your personal file to show that you enrolled in the account.
15. The Benefits team will receive a monthly report, in order to enter your election into the UNT System for it to be a deduction on your paycheck.

**The Optioal Retirement Plan is offered to certain faculty and employees. An ORP must have been selected within the first 31 days of employment with any System component.*

Enrolling/Changing 403b - Screen Shots

Steps: #5-8

To start or change your current contributions, select a plan:

UNT Dallas Tax Sheltered Annuity Plan View Current Contributions

Select the pay date you would like your contribution change to begin:

Please select a paycheck date...

RETIREMENT MANAGER DEMO
SECURITY PRIVACY TERMS OF USE

Steps: #9-12

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

Please select.. ▼

Enter new con

Enter a percent (%) of 100 to indicate which provider(s) your contribution will be directed to.

Investment Provider	Current %	New %
Fidelity Investments	0%	<input type="text" value="0%"/>
ING Insurance & Annuity Co.	0%	<input type="text" value="0%"/>
TIAA-CREF	0%	<input type="text" value="0%"/>
VALIC	0%	<input type="text" value="0%"/>
Ameriprise Financial Services, Inc	0%	Not Available
Commonwealth Annuity & Life Ins. Co.	0%	Not Available
Franklin Templeton	0%	Not Available
Great American Life Ins Company	0%	Not Available
Life Insurance of the Southwest	0%	Not Available
Lincoln Financial Group	0%	Not Available
Lincoln Investment Planning	0%	Not Available
MetLife	0%	Not Available
Pentegra (Formerly RS Group)	0%	Not Available
Security Benefit Life Insurance Co.	0%	Not Available
USAA Investment Management	0%	Not Available
Waddell & Reed INC	0%	Not Available
TOTAL	0%	0%