403(b) Plan Enrollment Instructions

RECOMMENDED BROWSER FOR A PC IS INTERNET EXPLORER
RECOMMENDED BROWSER FOR A MAC IS SAFARI

These are instructions for first time users creating a traditional 403(b) account, or existing users logging into www.tcgservices.com (formerly www.jemtpa.com) for the first time.

TRADITIONAL 403(b): This plan automatically deducts part of your salary into the retirement savings plan before taxes are taken out. The money grows tax-deferred until it’s withdrawn, and then the taxes come due.

REMININDER: You can have both a traditional and a Roth 403(b)—and contribute to one or both at the same time—if allowed by your plan.

NEW AND EXISTING USERS, START HERE.

1. Go to www.tcgservices.com to set up your salary deferral (contribution amount) and allocation. Click on My Account; then click Login.

2. Select Group Retirement Plan Login Portal.

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3A. **NEW USERS** click **New User**. Please continue to #4 for further instructions.

4. **NEW USERS** enter your (case sensitive) **Plan Password**; click **NEXT**.

5. Create your **Username** and **Password**; enter all personal information; then click **NEXT**.

6. Investment Elections—Click **Employee Deferral** to reveal your investment choices.

**NEW USERS** skip next page. Go to Step 7 on page 4.
38. **EXISTING USERS** enter your **Username** and **Password**; then select **LOGIN**.

4. Click **Manage Investments** to view or change your current elections.

5. This screen reveals your current 403(b) investment choices. To change amounts or vendors, click **GET STARTED**.

6. Now click **Employee Deferral** to reveal all 403(b) investment funds offered.
7. Next apply the dollar amount of your contribution to the investment(s) of your choice. Once you are satisfied with your choices and your total at the bottom of the page equals your per-paycheck deduction, click the I authorize box.

Then click NEXT.
8. Review all entries. Make any changes using the Edit buttons.

Click SUBMIT when you are satisfied.

9. Well done! You are finished! Your six-digit Confirmation Number will be emailed to you.

Please note: Your contribution may be cancelled if you have not set up an account with the vendor(s). To review your vendor registrations, click here.