**Retirement Manager Enrollment**

Here’s how to enroll.

# In twosimple steps, you can start contributing to your plan.

* Set up your contribution through Retirement Manager
* Set up your account with your selected vendor

# To begin the enrollment process go to: www.myretirementmanager.com, and follow these simple steps:

1. Click the "Get Started” link as a first time user.
2. Verify that you have an employee record by entering your Last Name, Date of Birth, Employee ID, and Last 4 digits of your Social Security Number.
3. Set up User ID and Password by following the screen prompts for “Security Profile Setup.”
4. Select “Change Contribution” under the section titled “I Want To.”
5. Select Missouri State University 403(b) Plan for your contribution selection.
6. Select the paycheck date from the drop-down listing that will identify the start date for the deferral.
7. From the contribution change screen select Ongoing Flat Dollar ($). Enter you contribution amount and select your vendor and input the percentage to direct to each vendor (must equal 100%).
8. Carefully review your contribution and selected payroll date.

If you are satisfied with your selection, click the

“Submit” button or click the “Cancel” button to restart your contribution selection. You will receive a confirmation that your salary reduction agreement was processed.

1. Under “Investment Provider Contacts” select your vendor to complete the enrollment process by clicking on the URL link.
2. Upon accessing the vendors website, follow the prompts to create your account.

***In addition, you can also utilize Retirement Manager to request eligibility approval for loans and hardship withdrawals***

If **you need assistance utilizing Retirement Manager, please contact their Client Care Center at 1-866-294-7950**.