



Supplemental Retirement Plan On-Line Enrollment Instructions

Please follow these guidelines to enroll in an AACPS Supplemental Retirement Plan (SRP). You may enroll on-line at any time – no special enrollment period applies, however the sooner the better! Enrolling on line is easy. [You can access the Retirement Manager here](#). You may also access the Retirement Manager “Quick Reference Guide” at that website for more information for New Users.

Advantages to Retirement Manager On-Line Enrollment:

- Twenty-four-hour access.
- The system guides you through the enrollment process.
- Immediate salary deferral. You are on your way to deferring your income and saving for your retirement!

Before You Enroll:

- New employees should review the green handout “Welcome to the AACPS Supplemental Retirement Program (SRP)” for further details and useful information (such as provider contact information).
- Schedule a one-on-one meeting with one or more provider representatives to learn more about the programs and investment options they offer and how they compare. Your investment providers may also assist you in the Retirement Manager Enrollment process.
- Determine your contribution amount and/or percentage and what pay you wish to commence your deduction.
- Determine your investment plan(s): You may invest in 403(b) and/or 457(b) program(s) with AIG Retirement Services (Formerly VALIC), Lincoln, or Voya. If you select a program without specifying how you wish to have your funds invested, your funds will be defaulted to an automatic default fund with the provider (such as a Target Date Fund) and the provider will reach out to you shortly after your enrollment to review your investment choices with you.

To Enroll in Your Supplemental Retirement Plan(s)
Open The Retirement Manager website by going to the AACPS website above or go directly to https://www.retirementmanager.com/
New Users Click “I’m a New User” link on the main login page and follow screen prompts for “User Verification” and “Security Profile Setup”.

<p>Create a User ID Create a User ID with a combination of letters and numbers. An easy way is just select an alpha ID with a number contained in the User ID. Do not use your Social Security Number for security purposes.</p>
<p>Create and Confirm Your Password Using the guidelines, enter a secure password that is easy for you to remember.</p>
<p>Select Your Security Image You will see this image on the password page when you log into RM. This helps to protect your access to RM. Answer Your Security Questions: select questions/answers that are easy for you to remember.</p>
<p>Under My Savings Manager, go to “Start or Change My Contributions” (left menu on home page).</p>
<p>Select a Plan Select an AACPS 403(b) or 457(b) plan.</p>
<p>Select Pay Date You may only make one contribution election/change per plan per pay date. Therefore, you may enter changes for one 403(b) plan and one 457(b) plan.</p>
<p>Contribution election or change Following screen prompts, select your type of contribution and enter your contribution amount. You may specify a percentage or flat amount for your deduction.</p>
<p>Confirmation –Salary Reduction Authorization. You may hit “cancel” button to return to the Plan Selection button to restart your contribution change if you wish to make a change. If you are satisfied with your elections, click the “Agree” button. Please click on print to print your Confirmation contribution statement from this page. Provide your e-mail address as requested to receive a confirmation e-mail. Click Submit.</p>
<p>To Complete Your Request Click on the tab Investment Provider Contacts to visit the provider websites.</p>
<p>Click on your Supplemental Retirement Plan Provider (VOYA, Lincoln, and AIG Retirement Services (Formerly Valic)) link to set-up your investment account. If you do not go to the provider’s website, your contribution will be defaulted to a designated Target Date fund.</p> <p>Follow the provider directions to access their website and establish your investment choices accordingly (we recommend you speak with the provider representative first). If you default your contribution, your investment provider will reach out to you shortly to confirm your investment direction. You may also access “Investment Provider Contacts” to reach the provider directly.</p>

IF YOU NEED ASSISTANCE ENROLLING:

- **Contact Your Provider Representatives: to assist with investment direction, account establishment, and on-line enrollment assistance.**
- **Contact Retirement Manager Support Line (Hours 7 a.m. to 6 p.m. central time) at 1-866-294-7950 (or via e-mail at ret.mgrsupport@valic.com).**
- **Contact HR/Benefits at 410-222-5221/5219/5206 or e-mail us at benefits@aacps.org.**