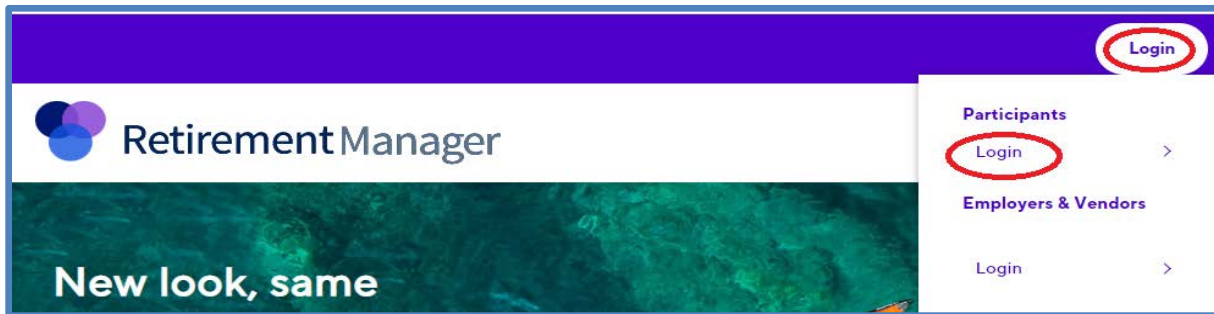


## NAVIGATION

1. Please use the following browsers to access the Retirement Manager website.
  - a. For Windows computers: Works with the latest version of all browsers (i.e. Google Chrome, Mozilla Firefox, Internet Explorer, and Microsoft Edge).
  - b. For Mac computers: Works with the latest version of all browsers (i.e. Safari, Google Chrome, Mozilla Firefox)
2. Go to the Retirement Manager website at: [www.myretirementmanager.com](http://www.myretirementmanager.com)
  - a. Alternatively, you can access the Retirement Manager Webpage from LSU HRM retirement website at <http://www.lsu.edu/retirement>
    - i. Click on **Supplemental Retirement Plans**.
    - ii. Click the **Retirement Manager** link on the right side of the page.
    - iii. Bookmark this page for ease of access.

## SET UP AN ACCOUNT WITH RETIREMENT MANAGER

1. On the Retirement Manager Website, click **Login** in the top right hand corner. Under Participants click **Login**.



2. On the Sign In screen click **First Time User? Get Started** located under the blue Sign In button.
  - a. NOTE: You may be prompted to verify your employer. If this is the case, use the search box to type LSU and select **your LSU campus** from the list. Click **Next**.



3. Fill in your personal information.

- a. Enter **Last Name**.
- b. Enter **Birthdate**.
- c. Enter **Social Security Number**.
  - i. NOTE: You will only need to enter this once to verify your identity. There is a clickable SECURITY link at the bottom of every page on the website that discuss concerns about security.
- d. Click **Continue**.

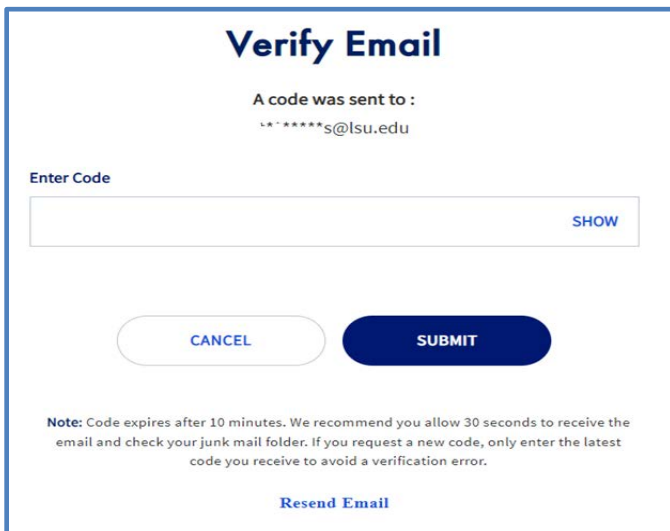
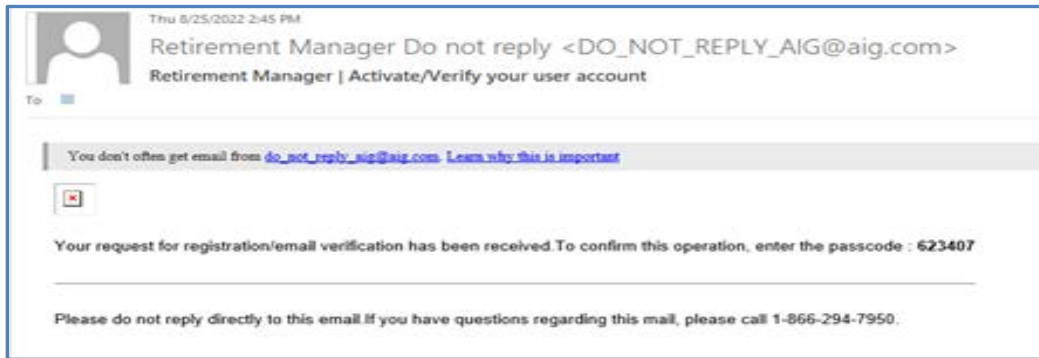
## CREATE PROFILE

1. Fill in your user information.

- a. Enter your preferred **Username**.
- b. Enter your **Email Address**.
- c. Enter your **Email Address** again to confirm.
- d. Create a **Password**.
  - i. NOTE: Please note the site's password requirements below.
    - At least 8 characters long
    - At least one upper and lower case letter
    - At least one symbol
    - At least one number
    - No more than 3 consecutive characters
    - No spaces
- e. Enter your **Password** again to confirm.
- f. Click **Continue** (or cancel).

2. Verify Email

- a. A code will be sent to your email address to enter on the site.



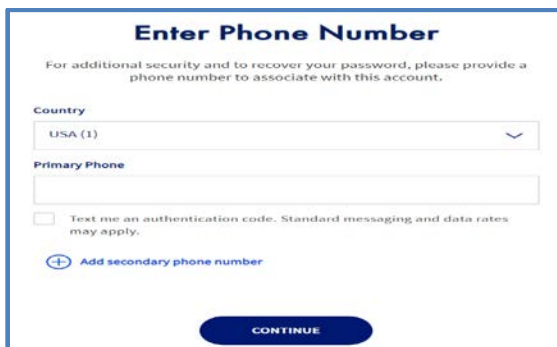
- b. Enter the code that was received in the box shown on the website.

Note: If you do not receive an email, check your Junk email folder. You can also click “Resend Email” to have another code emailed.

- c. Click **Submit**

### 3. Verify your phone number

- a. Enter your **phone number**.
- b. Check the box next to **Text me an authentication code**.
- c. Click **Continue**.



- d. Enter the code that was received in the box shown.
- e. Click **Submit**.

### Verify Phone Number

A code was sent to :  
\*\*\*\*\*0788

Enter Code

SHOW

Code is Required

CANCEL

SUBMIT

**Use a Different Phone Number**

**Note:** Code expires after 10 minutes. We recommend you allow 30 seconds to receive the email and check your junk mail folder. If you request a new code, only enter the latest code you receive to avoid a verification error.

New Code will be available in 11 seconds ○

- 4. Click **I agree** under the Terms of Use – Employee to proceed to the site.

#### Terms of Use - Employee

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PLEASE READ THIS TERMS OF USE CAREFULLY. YOUR USE OF THIS WEBSITE ('SITE') WILL BE YOUR AGREEMENT TO THE TERMS OF USE.

As a plan participant, you have been directed to this special Site, which is housed on a secure Internet server, so that you can authorize plan-related activity and access certain services and content relating to your retirement savings plan(s) offered by and through your Employer. This Terms of Use will govern your use of the Site. This notice contains important information that you are entitled to receive before you consent to plan-related activity through the Site. Please read this notice carefully and print a copy for your files.

You may directly access the complete discussion of each topic in this Terms of Use by using the hyperlink indicated for each:

- Definitions - important words or phrases used throughout this document
- Conditions of Use - your responsibilities for using the Site
- No Warranties - is provided as is on the Site without warranties
- Limitation of Liability - explains the extent of VRSCO's and your employer's liability for your use of the Site
- Access to Password Protected/Secure Areas - only you and other Authorized Users will be able to access your electronic records stored in and accessed through the Site
- Restrictions on Use of Materials - explains how you may and may not use the Site
- Notices Relating to Documents Available on This Site - you are restricted in how you may manipulate or modify information on the Site because it is VRSCO's and/or your employer's intellectual property
- Confidentiality - VRSCO keeps your information confidential and secure
- The Site Does Not Provide Financial Advice - neither the Site nor any information posted on the Site is an offer of financial advice to you
- Contact and Notification Information - provides contact information in case you have questions about the Terms of Use or technical difficulties using the Site, as well as additional contact information for users in California, per California law
- Agreement to use Electronic Records and Signatures - your user ID and password will act as a legally binding signature and your consent to use the Site
- Electronic Consent - your acknowledgement that you have read the Terms of Use and consent to the use of this Site

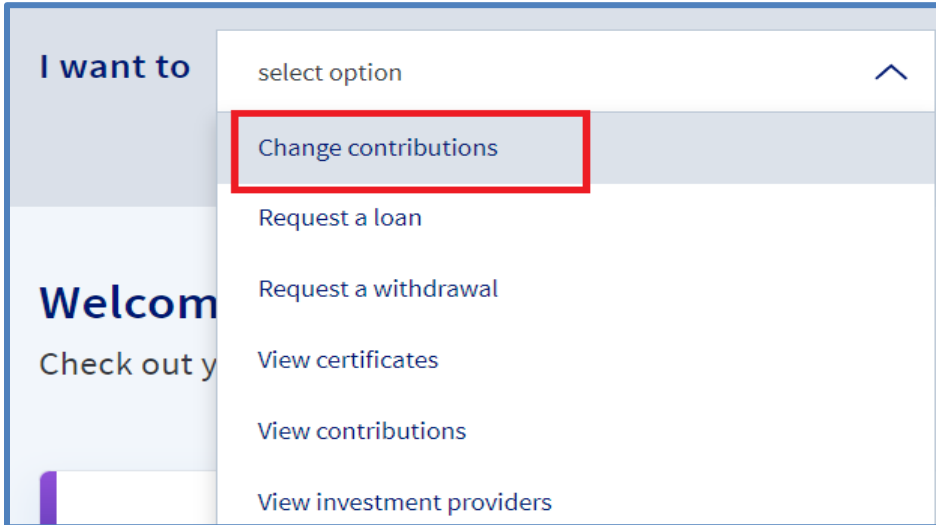
I disagree

I agree

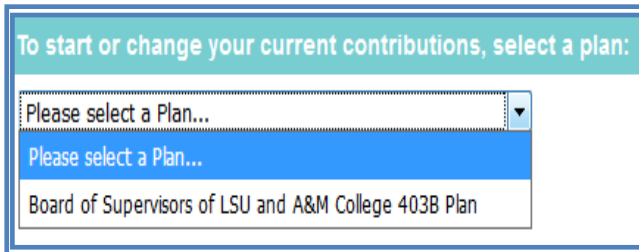
## GUIDE TO RETIREMENT MANAGER

### Start or Change Contributions

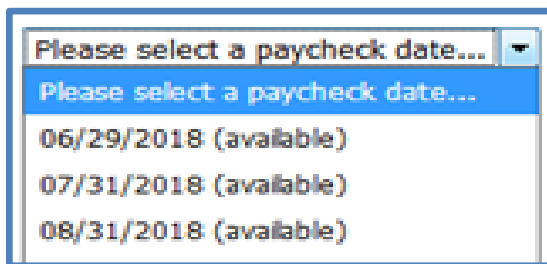
1. Log into your account with Retirement Manager.
2. From the home page of Retirement Manager, select **Change contributions** from the drop down menu next to either **I want to** or **Manage**.



3. Select the **Board of Supervisors LSU and A&M College 403b Plan** from the drop down menu.



4. Select the **pay date** you would like your contribution change to begin.
  - a. NOTE: For 9 month employees, contributions will only be deducted from your 9 regular paychecks and any summer research payments.



5. Click **Next** (or cancel).

6. Make the necessary change(s) to your contributions. Please note that there are two different sections for contribution changes. **Employee Pre-Tax** is the Traditional (Pre-Tax) paycheck contribution. **After Tax Roth** contributions are deducted after your paycheck has been taxed. You can contribute to one or both of these options.
  - b. Identify the type of contribution (Pre-Tax or After Tax Roth) you want to make changes to.
  - c. Select the type of contribution change (Ongoing Contribution or Stop Contributing) from the drop down menu.
  - d. Enter contribution amount by dollar amount OR by percentage in the appropriate column next to the investment provider of your choice.

**Please select the type of contribution change you would like to make:**

Please select... ▼

Please select...

**Ongoing Contribution**

Stop Contributing

**Amount(s) for your desired provider(s) in either percent of salary (%) or dollar amount (\$) per pay period:**

Investment Provider	Current %	New %	Current \$	New \$
AIG Retirement Services	0%	0%	\$0.00	\$0.00
Fidelity Investments	0%	0%	\$0.00	\$0.00
TIAA	0%	0%	\$0.00	\$0.00

**i. NOTES:**

- When entering the amount, enter the new total contribution, not the difference from previous contribution amount. For example, if the current contribution is \$50 and you want the new contribution amount to be \$75, you would input \$75 as the contribution amount, not \$25.
- If the contribution amount entered is too large to be covered by your paycheck after all necessary paycheck deductions, no contribution will be deducted from that paycheck. Please consult with your Payroll office if you have questions.
- The Retirement Manager system will stop contributions when an employee reaches the yearly IRS contribution limit under the LSU 403b plan. **The system cannot account for outside employment. If you have contributed to a 403b plan at another employer in the same calendar year, be sure to account for all outside 403b contributions so you do not go over the yearly IRS limit.**

- e. Click **Next** (or cancel)

**7. Contribution Changes.**

- f. Review the listed changes your contributions.
- g. For an emailed receipt of the contributions made, type your email address in the appropriate boxes (Optional).
- h. Click **Submit** (or cancel).

**8. Review the terms of agreement**

- i. Click **AGREE** to authorize the contribution.

- j. Click **CANCEL** to cancel the transaction.
- k. Click **PRINT** to obtain a physical copy of your contribution changes.

**NOTE:** If you first select **PRINT**, you will still need to click **AGREE** to submit your contribution change.



If you are starting a new account, use the **To Complete Your Request** section to set up an account with your chosen Investment Provider if you have not already done so. Simply click the button for Investment Provider Contacts. Click your new Investment Provider's name then click the Online Enrollment link.

Online enrollment links and financial advisor contact information can also be found on the LSU Supplemental Retirement page at:

[https://lsu.edu/hrm/employees/benefits/supplemental\\_retirement/index.php](https://lsu.edu/hrm/employees/benefits/supplemental_retirement/index.php)