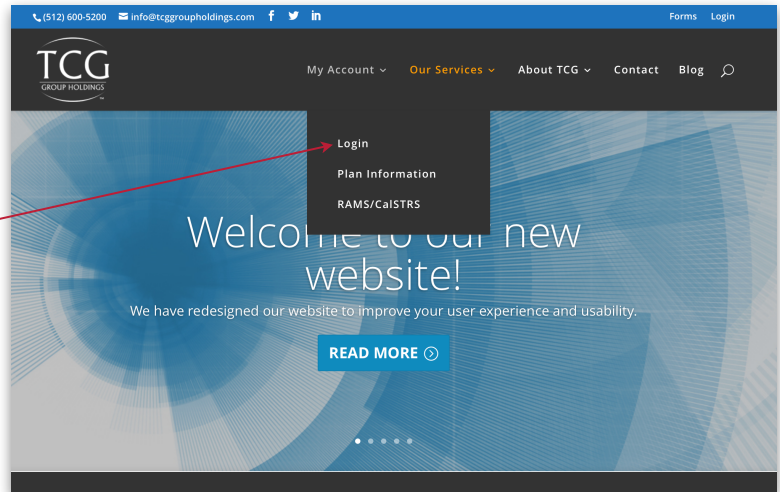


# 457(b) Plan Enrollment Instructions for New Users

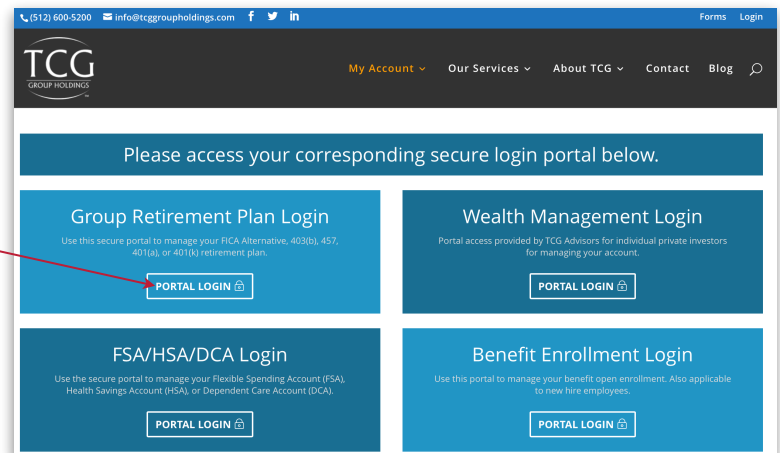
These instructions are for **NEW** users creating a traditional 457(b) account.

**TRADITIONAL 457(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 The money grows tax-deferred until it's withdrawn—then the taxes come due.

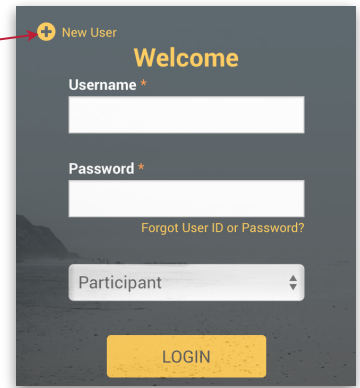
1. Go to [www.tcgservices.com](http://www.tcgservices.com) to set up your salary deferral (contribution amount) and allocation. Click on **My Account**; then click **Login**.



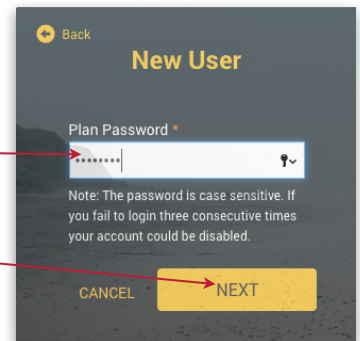
2. Select **Group Retirement Plan Login** Portal.



3. **NEW USERS** click **New User**.

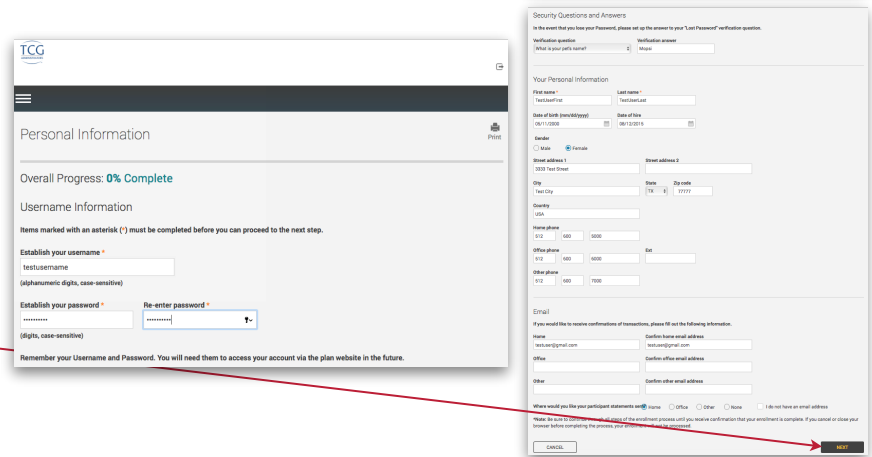


4. **NEW USERS** enter your (case sensitive) **Plan Password\***; **GISD Plan Password: garla457** click **NEXT**.



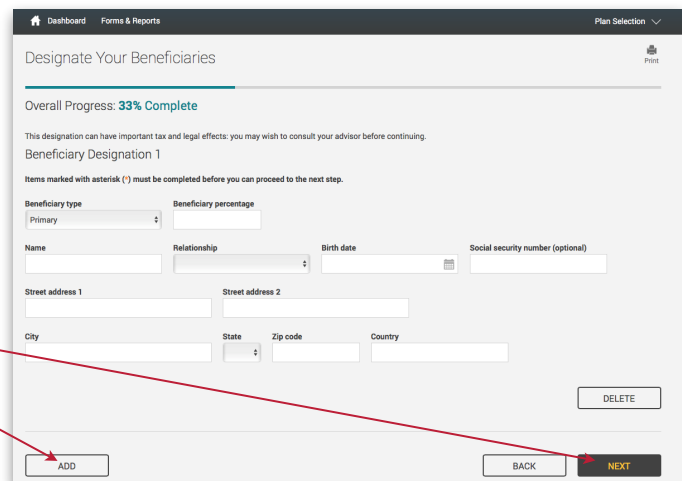
\* If you do not know your Plan Password, scroll lower in the gray box and click on your state's 457(b) plan.

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



6. Designate your beneficiaries on this screen. After you insert your Primary beneficiary's information, click **ADD** to add additional beneficiaries.

Click **NEXT** when you are done.



7. **Contributions**

Select your selection from the drop down box— **Pretax**

Enter the contribution dollar amount per pay period. (If allowed by your district, you may select y our funds by percentages.)

Click **NEXT**.

Please note that the contribution amount is

TCG

Dashboard Forms & Reports Plan Selection

### Contributions

Overall Progress: **40% Complete**

Current Contribution Amounts

Last Web/VRU Contribution	Total
Pre-Tax Deferral	\$0.00 per pay period
Roth	\$0.00 per pay period

Change Contribution Amounts  
Please enter a contribution percentage or dollar amount that your employer will deduct from your compensation each payroll period for deposit to your account.

> Rules and Criteria

Action	Contribution Type	Percent/Dollar	Current Contribution	New Contribution Rate
No change	Pre-Tax Deferral	Dollar	Not contributing	0.00 per pay period
No change	Roth	Dollar	Not contributing	0.00 per pay period

RESET BACK NEXT

8. Click **All Sources** to reveal the funds available.

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Dashboard Forms & Reports Plan Selection

### Select Investments

Overall Progress: **50% Complete**

The investment elections you enter below will be applied to all sources of contributions (including any employer contributions). Please note that once you have completed the enrollment process, you can always change your investment elections. For more information, please contact your plan administrator once you have completed the enrollment process.

I elect to invest all future contributions (including employee and employer contributions) as follows.

> Rules and Criteria

> All Sources

BACK NEXT

9. Here you will apply the dollar amount (or percentage) 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 100%, click **NEXT**.

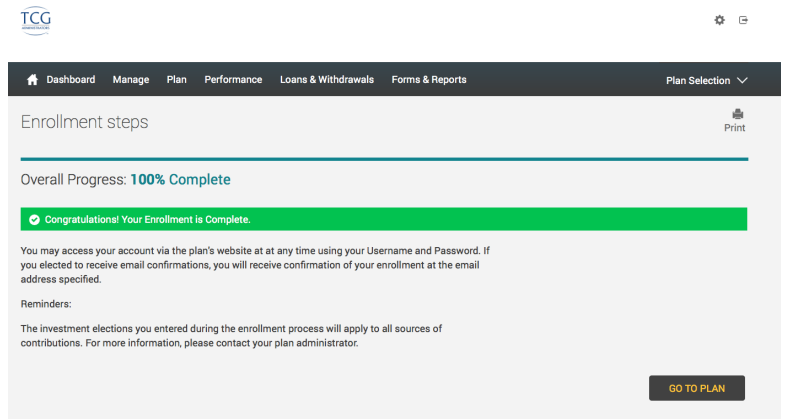
The screenshot shows the 'Select Investments' page. At the top, it says 'Overall Progress: 50% Complete'. Below this is a table with three columns: 'Investment', 'Current Elections', and 'New Elections'. The table lists various investment options such as 'RAMS Aggressive Growth', 'RAMS Capital Preservation', etc., with their respective election percentages. At the bottom of the table, the 'TOTAL' row shows '0.00%' for both 'Current Elections' and 'New Elections'. Below the table are 'RESET TABLE', 'BACK', and 'NEXT' buttons. A red arrow points from the 'NEXT' button to the progress indicator.

10. Review all entries. Make any changes using the **Edit** buttons.

Click **SUBMIT** when you are satisfied.

The screenshot shows the 'Enrollment steps' page. It indicates 'Overall Progress: 66% Complete'. The page is divided into several sections: 'Personal Information', 'Security Question', 'Salary Deferral Elections', 'Beneficiary Designations', and 'Investment Elections'. Each section has an 'Edit' button. The 'Personal Information' section shows fields for Username, First name, Last name, Street address, City, State, Zip code, Country, Date of birth, Home phone, Office phone, Other phone, Home email address, Other email address, Office email address, and Send email confirmation to. The 'Security Question' section shows a question 'What is your pet's name?' with the answer 'Lola'. The 'Salary Deferral Elections' section shows 'Pre-tax contributions' and 'Roth 401(k) contributions' with their respective deduction amounts. The 'Beneficiary Designations' section shows a primary beneficiary with fields for Name, Beneficiary percentage, Relationship, Birth date, Home Address, City, State, Zip code, Country, and Social security number. The 'Investment Elections' section shows 'DFA US Large Company Portfolio' at 25.00% and 'Vanguard Total Stock Index' at 75.00%. At the bottom, there is a 'SUBMIT' button. Red arrows point from the text instructions to the 'Edit' buttons and the 'SUBMIT' button.

## 11. Well done! You are finished!



The screenshot shows the TCG Administrator web interface. At the top left is the TCG logo. A navigation bar contains links for Dashboard, Manage, Plan, Performance, Loans & Withdrawals, and Forms & Reports. On the right of the navigation bar is a 'Plan Selection' dropdown menu. The main content area is titled 'Enrollment steps' and includes a 'Print' icon. A progress indicator shows 'Overall Progress: 100% Complete'. A green banner with a checkmark icon contains the text 'Congratulatory! Your Enrollment is Complete.' Below this, a paragraph states: 'You may access your account via the plan's website at any time using your Username and Password. If you elected to receive email confirmations, you will receive confirmation of your enrollment at the email address specified.' A 'Reminders:' section follows, stating: 'The investment elections you entered during the enrollment process will apply to all sources of contributions. For more information, please contact your plan administrator.' A 'GO TO PLAN' button is located in the bottom right corner of the content area.