

Accessing Your Plan's Summary Plan Description



Follow the instructions below to access a list of your plan's Summary Plan Description (SPD):

- 1 Visit www.tcgservices.com/documents
- 2 On the following screen, type your employer's name, select it from the dropdown, and click the Search button.

Search for your employer to find your Plan Information

Access your plan documents and forms

Search... (min of 3 characters)

- 3 On the employer's page, click tab of the plan you are looking for. For this example, we're choosing a 457(b) Plan.

Sample Employer

Please select your plan from the tabs below for more information about your plan and to gain access to your plan forms. If you have any questions or need assistance please contact us.

457(b) 403(b) Admin FICA

- 4 Under Plan Description, click the Summary Plan Description link.

Plan Description

457(b) Summary Plan Description

457 Sample ISD Deadline Dates for Payroll Changes

- 5 All important plan information will be displayed on the following page. Come back anytime you wish to review plan details.

Get started at www.tcgservices.com/documents
Enrollment assistance is available at www.tcgservices.com/telewealth
or by calling the Enrollment Hotline at 512-600-5204.

