

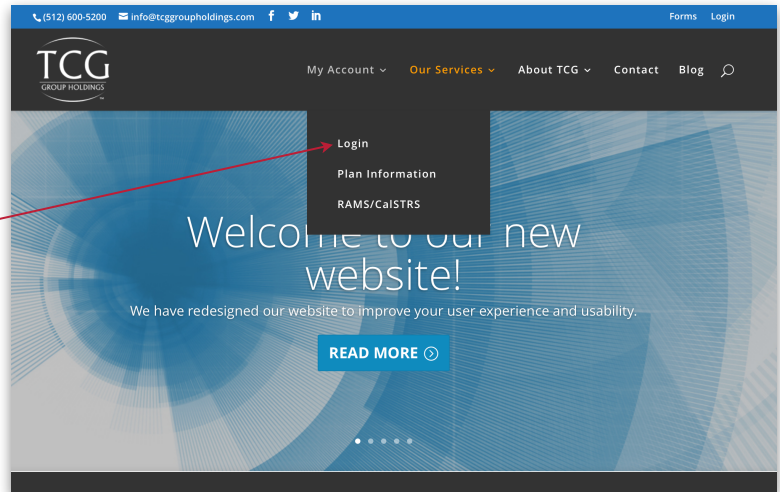
457(b) Plan Enrollment Instructions for New Users

These instructions are for **NEW** users creating a traditional 457(b) account and/or a Roth 457(b) account

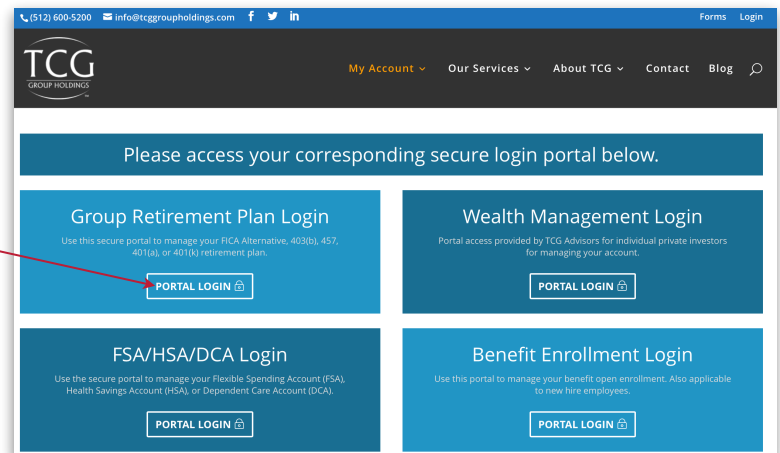
TRADITIONAL 457(b): This plan automatically deducts part of your salary into the retirement savings plan **before** taxes are taken out. The money grows tax-deferred until it's withdrawn—then the taxes come due.

ROTH 457(b): This plan automatically deducts part of your salary into the retirement savings plan **after** taxes are taken out. The interest and earnings withdrawn from a Roth account are tax-free if the distribution is considered “qualified.”

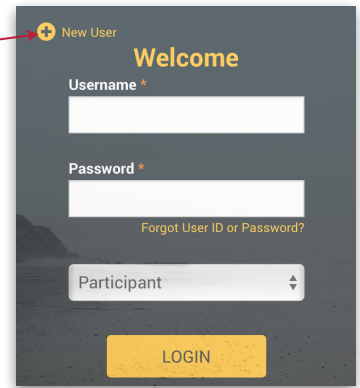
1. Go to www.tcgservices.com to set up your salary deferral (contribution amount) and allocation. Click on **My Account**; then click **Login**.



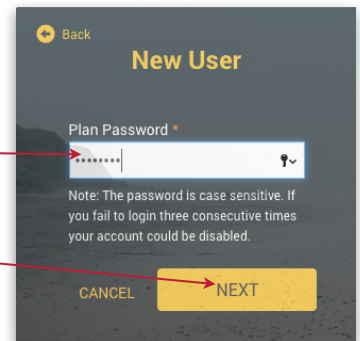
2. Select **Group Retirement Plan Login** Portal.



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

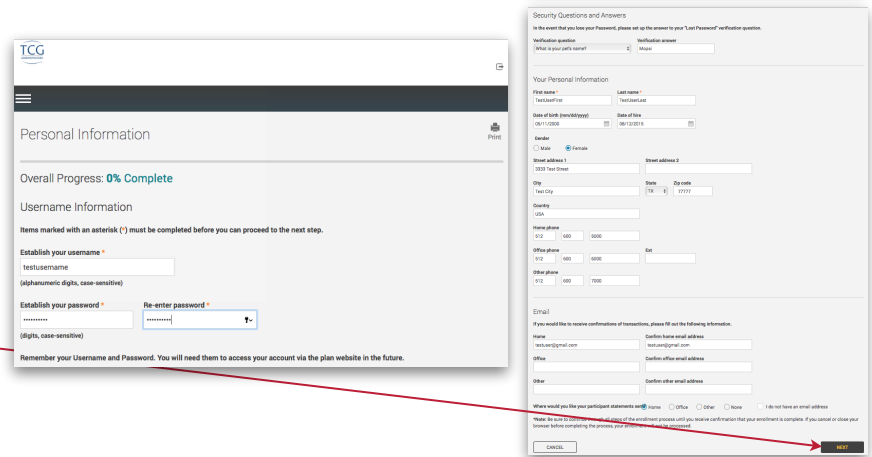


4. **NEW USERS** enter your (case sensitive) **Plan Password***; click **NEXT**.



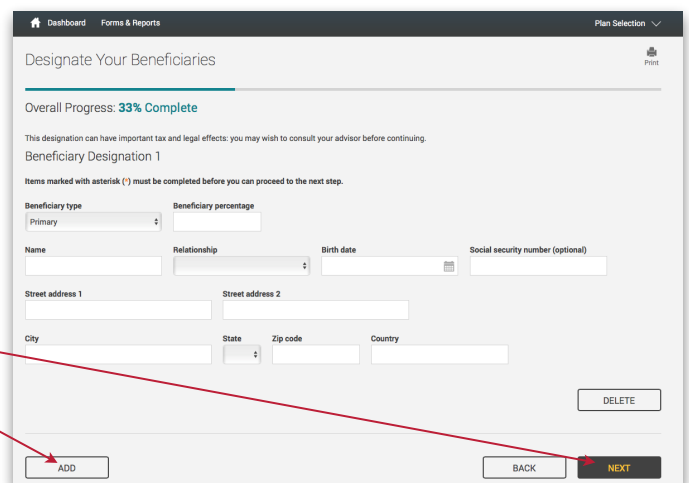
* If you do not know your Plan Password, scroll lower in the gray box and click on your state's 457(b) plan.

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—either the **Pretax** or post-tax **Roth** contribution type.

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

Click **NEXT**.

Please note that the contribution amount is

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

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

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

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

- Rules and Criteria
- All Sources

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**.

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

Investment	Current Elections	New Elections
RAMS Aggressive Growth	0.00%	0.00%
RAMS Capital Preservation	0.00%	0.00%
RAMS Conservative	0.00%	0.00%
RAMS Growth	0.00%	0.00%
RAMS Moderately Conservative	0.00%	0.00%
RAMS Signature Portfolio	0.00%	0.00%
DFA Continental Small	0.00%	0.00%
DFA Intl Small Cap Value	0.00%	0.00%
DFA Large Cap International	0.00%	0.00%
DFA US Large Company Portfolio	0.00%	0.00%
Vanguard Total Stock Index	0.00%	0.00%
DFA US Large Value	0.00%	0.00%
Vanguard Wellington	0.00%	0.00%
Blackrock Total Return Instl	0.00%	0.00%
Columbia Corporate Income Fund Y	0.00%	0.00%
Mat Life Stable Value Fund	0.00%	0.00%
Victory Emerging Markets Small Cap I	0.00%	0.00%
Victory Fund For Income	0.00%	0.00%
Goldman Sachs Commodity Strategy	0.00%	0.00%
DFA US Micro Cap	0.00%	0.00%
DFA US Small Company	0.00%	0.00%
DFA US Small Value	0.00%	0.00%
TOTAL	0.00%	0.00%

RESET TABLE

BACK NEXT

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

Click **SUBMIT** when you are satisfied.

Enrollment steps

Overall Progress: 66% Complete

Confirm & Submit

If your enrollment information is correct, click below to submit your enrollment request.

Personal Information [Edit](#)

Username: TESTUSER
 First name: TESTFIRST
 Last name: TESTLAST
 Street address 1: 0000 TEST ADDRESS
 Street address 2:
 City: CEDAR PARK
 State: TX
 Zip code: 78613
 Country: USA
 Date of birth: 03/02/1980
 Home phone: (555) 222-1212
 Office phone: 0 - Ext
 Other phone: 0 -
 Home email address: TESTEMAIL@GMAIL.COM
 Other email address:
 Office email address:
 Send email confirmation to: Home

Security Question

Security Question 1: What is your pet's name? Answer 1: Lola

Salary Deferral Elections [Edit](#)

Pre-tax contributions: Deduct \$222.00 each pay period.
 Roth 401(k) contributions: Deduct \$444.00 each pay period.

Beneficiary Designations [Edit](#)

Primary Beneficiary

Name: TEST HUSBAND City: CEDAR PARK
 Beneficiary percentage: 100.00% State: TX
 Relationship: Spouse Zip code: 78613
 Birth date: 03/02/1986 Country: USA
 Home Address: Social security number (optional): XXXXX-7963
 Street address 1: 111 TEST BENEFICIARY ST
 Street address 2:

Investment Elections [Edit](#)

All future contributions to the plan will be invested as follows:

DFA US Large Company Portfolio : 25.00%
 Vanguard Total Stock Index : 75.00%

If your enrollment information is correct, click below to submit your enrollment request.

SUBMIT

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.