

# 457(b) Plan Enrollment Instructions – El Paso ISD

RECOMMENDED BROWSER FOR A PC IS INTERNET EXPLORER  
 RECOMMENDED BROWSER FOR A MAC IS SAFARI

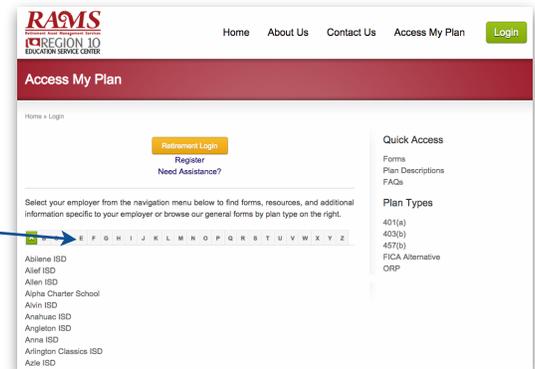
These are instructions for **first time users creating a 457(b) account** with El Paso ISD. If you already have a 457(b) account already in our system, please proceed to instructions for logging in with SSN and last four of SSN (Step 5).



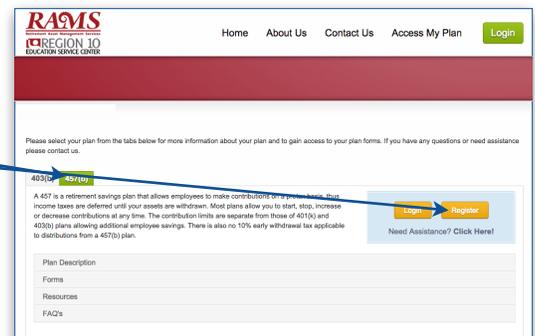
1. Go to [www.region10rams.org](http://www.region10rams.org) to set up your salary deferral (contribution amount) and allocation. Click on the green “Login” button at the upper right corner.



2. From the navigation bar, select “E” then select “El Paso.”



3. Select the “457(b)” tab. Click “Register.”



4. Enter the plan password **elpas457** (case sensitive).  
Click **“NEXT.”**

5. Enter your Social Security number (no dashes).  
Click **“NEXT.”**

If the website indicates that **“a user name and password already exists,”** then proceed with the following steps:

- A) Enter your Social Security Number as the **username**, and the last four of your social as the **password**  
**For example:** Social Security number 123-45-6789  
**Username:** 123456789  
**Password:** 6789
- B) If you are still unable to login, please call **(800) 943-9179**.

**NOTE:** Your login for the **125 Supplemental Benefits** is different from your **457 Retirement Plan** login.

6. Enter all required information.  
Click **“NEXT.”**

7. 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.

8. **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 the amount you want deducted from your paycheck **EVERY** pay period.

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

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

10. 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 that, there's a table with columns: Investment, Current Elections, and New Elections. The table lists various investment options like 'RAMS Aggressive Growth', 'RAMS Capital Preservation', etc., with their respective election percentages. At the bottom, there are 'BACK' and 'NEXT' buttons. A blue arrow points from the 'NEXT' button to the instruction text.

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

Click **SUBMIT** when you are satisfied.

The screenshot shows the 'Enrollment steps' page. It has sections for 'Personal Information', 'Security Question', 'Salary Deferral Elections', 'Beneficiary Designations', and 'Investment Elections'. Each section has an 'Edit' button. A blue arrow points from the 'Edit' button in the Personal Information section to the instruction text. Another blue arrow points from the 'SUBMIT' button at the bottom to the instruction text.

12. Well done! You are finished! Your six-digit confirmation number will be emailed to you.

The screenshot shows the 'Enrollment steps' page with a green progress bar at the top that says 'Overall Progress: 100% Complete'. Below that, there's a green banner that says 'Congratulations! Your Enrollment is Complete.' and a message: '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.' At the bottom, there's an 'GO TO PLAN' button.