

403(b) Plan Enrollment Instructions



Important note about your 403(b) Contributions: If you have not established a 403(b) vendor account for this employer prior to enrolling with TCG to establish contributions, your contributions may be canceled and/or refunded back and not invested. The 403(b) vendor account needs to be open and ready to accept funds, specific to this employer, and would need to be a current approved vendor for this employer. If you have any additional questions on this process, contact us.

These are instructions for **FIRST TIME USERS** enrolling with TCG to set up 403(b) contributions.

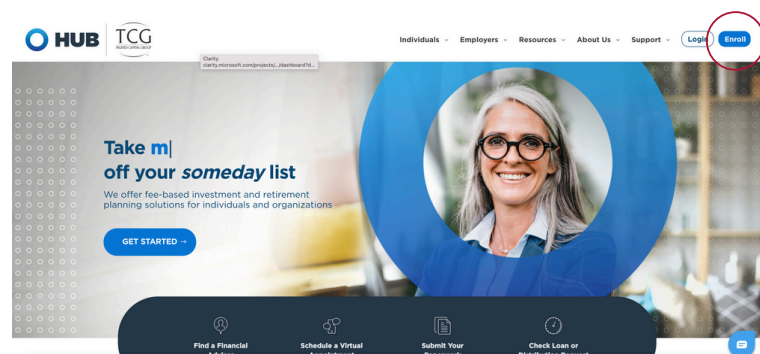
TRADITIONAL 403(b): This plan automatically deducts part of your salary into the retirement savings plan before taxes are taken out. The money grows tax-deferred if your plan also offers Roth 403(b).

ROTH* 403(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 The interest and earnings withdrawn from a Roth Account are tax-free if the distribution is considered “qualified.” *Roth contributions can be applied if the plan allows.

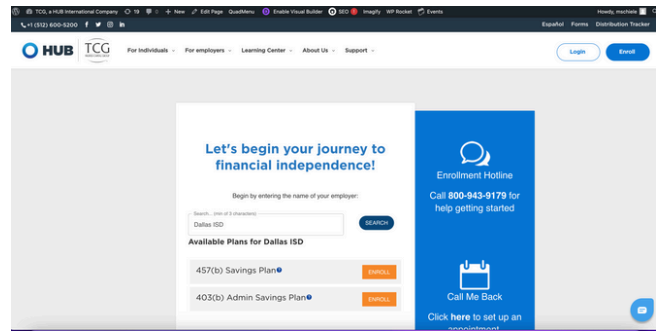
If you wish to contribute Roth, you'll need to confirm with your 403(b) vendor if your account can accept Roth funds - even if the vendor can accept Roth overall for the plan. You'll need to discuss this with your vendor directly to avoid suspense and/or returned contributions.

NOTE: You can contribute to both a Traditional (Pre-Tax) and Roth 403(b) simultaneously, but the MAC is shared, not separate (if your plan allows for Roth deferrals).

1. Go to www.tcgservices.com and click enroll **Enroll**



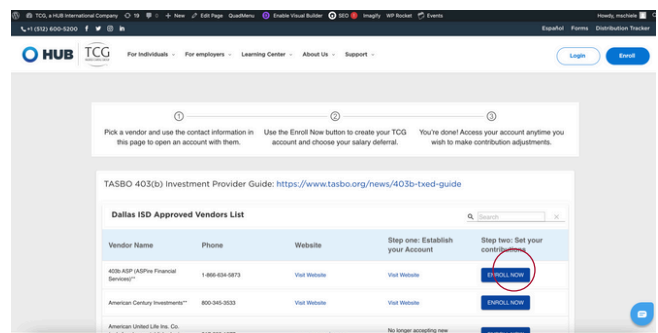
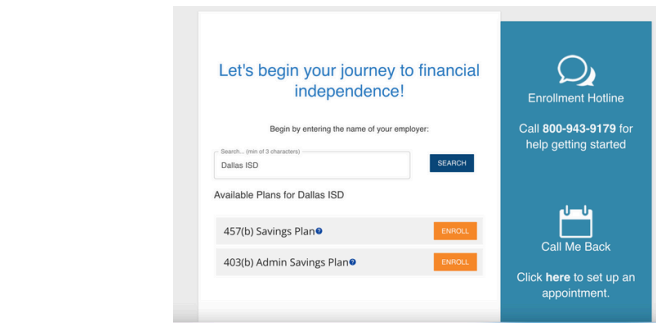
2. Type the name of your **Employer** in the search box and click **Enroll** on the **403(b) Savings Plan**.



3. Scroll through the approved vendor list and select **Enroll Now** for the vendor you want to choose.

Reminder: If you have not established a 403(b) vendor account for this employer prior to enrolling with TCG to establish contributions, your contributions may be canceled and/or refunded back and not invested. The 403(b) vendor account needs to be open and ready to accept funds, specific to this employer, and would need to be a current approved vendor for this employer. If you have any additional questions on this process, contact us.

If your plan allows Roth and you're choosing to contribute Roth funds, you'll need to confirm with your 403(b) vendor if your account can accept Roth funds - even if the vendor can accept Roth overall for the plan. You'll need to discuss this with your vendor directly to avoid suspense and/or returned contributions.



4. Enter your **Social Security number** to continue.

If the website indicates that **"a user name and password already exists,"** you'll follow the remainder of these enrollment instructions, but you'll use your existing TCG username and password.

Otherwise, if you're an entirely new user:

Enter your Social Security Number as the **username**, and your birthday in numerical digits (MMDDYYYY) as the **password**.

For example:

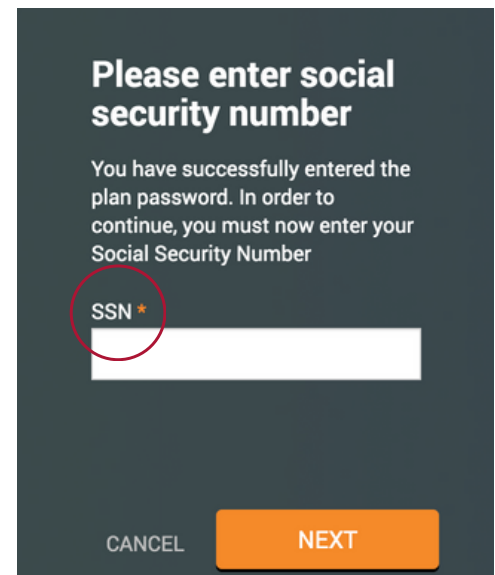
Social Security number: 123-45-6789

Birthday: 01/02/1980

Username: 123456789

Password: 01021980

If you are still unable to login, please call **(800) 943-9179**



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

6. Investment Elections—Under the **403(b) Pretax Deferral** heading are listed all of the current approved 403(b) vendors for your plan or (if allowed in your plan) click **403(b) Roth Deferral** Roth Deferral to reveal the approved vendors that can accept Roth contributions

Reminder: If you have not established a 403(b) vendor account for this employer prior to enrolling with TCG to establish contributions, your contributions may be canceled and/or refunded back and not invested. The 403(b) vendor account needs to be open and ready to accept funds, specific to this employer, and would need to be a current approved vendor for this employer. If you have any additional questions on this process, contact us.

If your plan allows Roth and you're choosing to contribute Roth funds, you'll need to confirm with your 403(b) vendor if your account can accept Roth funds - even if the vendor can accept Roth overall for the plan. You'll need to discuss this with your vendor directly to avoid suspense and/or returned contributions.

| Investment Provider | Current of Election | New of Election |
|---|---------------------|-----------------|
| American Century Investments | \$0.00 | \$ 0.00 |
| American Century Life | \$0.00 | \$ 0.00 |
| Americo Financial Life and Annuity Insurance | \$0.00 | \$ 0.00 |
| Annuity Investors Life Insurance (Great American) | \$0.00 | \$ 0.00 |
| Appire Financial | \$0.00 | \$ 0.00 |

7. Next you will apply the dollar amount you want deducted per pay period to go to the 403(b) vendor of your choice that you've you contacted and created an account for specifically for this employer.

7a. If you wish to make contribution on a pre-tax basis, click the 403(b) Pretax Deferral option and assign your elected amounts. Click the authorize checkbox to proceed with your enrollment.

Select Investments

Overall Progress: 50% Complete

Any changes submitted will be reflected on your current election report by 10:00 AM the following business day.

CAUTION: Changes you make to your investment elections take place immediately. Changes to your Total Election Amount Deducted per Pay Period take place after being processed by your employer. The new deduction per pay period you enter will replace the current defined amount completely.

CAUTION: If you select a percentage deduction, the percent you select will be the percent deducted per pay period. (a total election of 50% = one half of your paycheck)

Investment Provider Elections

403(b) Pretax Deferral

| Investment Provider | Current % Election | New % Election |
|--|--------------------|----------------|
| American Century Investments | \$0.00 | 0.00% |
| American United Life | \$0.00 | 0.00% |
| American Investors Life and Annuity Insurance | \$0.00 | 0.00% |
| Annuity Investors Life Insurance (Great American) | \$0.00 | 0.00% |
| Apigee Financial | \$0.00 | 0.00% |
| AAA Equitable Life Insurance | \$0.00 | 0.00% |
| CM Life | \$0.00 | 0.00% |
| Commonwealth Annuity | \$0.00 | 0.00% |
| FAMA Funds | \$0.00 | 0.00% |
| Federated Funds | \$0.00 | 0.00% |
| Fidelity Security Life Insurance Company | \$0.00 | 0.00% |
| Frost Investments | \$0.00 | 0.00% |
| Franklin Templeton Investments | \$0.00 | 0.00% |
| GIBN Securities Inc. | \$0.00 | 0.00% |
| Honors Plans | \$0.00 | 0.00% |
| Industrial Alliance Pacific (acquired by Security Benefit) | \$0.00 | 0.00% |
| ISC Group | \$0.00 | 0.00% |
| Jefferson National Life Insurance Company | \$0.00 | 0.00% |
| Legend Group Inc. | \$0.00 | 0.00% |
| Lincoln Financial Group | \$0.00 | 0.00% |
| Lincoln Investment Planning Inc. | \$0.00 | 0.00% |
| Met Life | \$0.00 | 0.00% |
| Milford National Life Insurance Company | \$0.00 | 0.00% |
| Modern Woodmen of America | \$0.00 | 0.00% |
| National Life Group | \$0.00 | 0.00% |
| New York Life Insurance and Annuity Corporation | \$0.00 | 0.00% |
| North American Co. for Life and Health Insurance | \$0.00 | 0.00% |
| Optimization Funds Distributor | \$0.00 | 0.00% |
| ParityLife Retirement Services | \$0.00 | 0.00% |
| PlanMember Svcs Corp. | \$0.00 | 0.00% |
| RiverSource Investments | \$0.00 | 0.00% |
| Pollex Investments | \$0.00 | 0.00% |
| Security Benefit | \$0.00 | 0.00% |
| SeniCare Group Funds | \$0.00 | 0.00% |
| Symetra Life Insurance Company | \$0.00 | 0.00% |
| T Rowe Price Trust Company | \$0.00 | 0.00% |
| The Vanguard Group | \$0.00 | 0.00% |
| Thrivent Financial for Lutherans | \$0.00 | 0.00% |
| Transamerica Life Insurance Co. | \$0.00 | 0.00% |
| USAA Life Insurance Company | \$0.00 | 0.00% |
| Valic | \$0.00 | 0.00% |
| VITA Financial (Formerly ING Life) | \$0.00 | 0.00% |
| VITA Financial (Formerly ING Life) | \$0.00 | 0.00% |
| WellMet & Fund | \$0.00 | 0.00% |
| Western National Life Insurance Company | \$0.00 | 0.00% |
| Total | \$0.00 | 0.00% |

I authorize the investment election changes to this money source

RESET TABLE

403(b) Roth Deferral

BACK NEXT

7b. If you wish to make a Roth contribution, click the 403(b) Roth Deferral option and assign your elected amounts. Click the authorize checkbox to proceed with your enrollment.

Select Investments

Overall Progress: 50% Complete

Any changes submitted will be reflected on your current election report by 10:00 AM the following business day.

CAUTION: Changes you make to your investment elections take place immediately. Changes to your Total Election Amount Deducted per Pay Period take place after being processed by your employer. The new deduction per pay period you enter will replace the current defined amount completely.

CAUTION: If you select a percentage deduction, the percent you select will be the percent deducted per pay period. (a total election of 50% = one half of your paycheck)

Investment Provider Elections

403(b) Pretax Deferral

403(b) Roth Deferral

| Investment Provider | Current % Election | New % Election |
|---|--------------------|----------------|
| American Century Investments | \$0.00 | 0.00% |
| Annuity Investors Life Insurance (Great American) | \$0.00 | 0.00% |
| Apigee Financial | \$0.00 | 0.00% |
| AAA Equitable Life Insurance | \$0.00 | 0.00% |
| FAMA Funds | \$0.00 | 0.00% |
| Frost Investments | \$0.00 | 0.00% |
| GIBN Securities Inc. | \$0.00 | 0.00% |
| Honors Plans | \$0.00 | 0.00% |
| Legend Group Inc. | \$0.00 | 0.00% |
| Lincoln Financial Group | \$0.00 | 0.00% |
| Lincoln Investment Planning Inc. | \$0.00 | 0.00% |
| Met Life | \$0.00 | 0.00% |
| National Life Group | \$0.00 | 0.00% |
| Optimization Funds Distributor | \$0.00 | 0.00% |
| ParityLife Retirement Services | \$0.00 | 0.00% |
| PlanMember Svcs Corp. | \$0.00 | 0.00% |
| Security Benefit | \$0.00 | 0.00% |
| Symetra Life Insurance Company | \$0.00 | 0.00% |
| T Rowe Price Trust Company | \$0.00 | 0.00% |
| Valic | \$0.00 | 0.00% |
| VITA Financial (Formerly ING Life) | \$0.00 | 0.00% |
| VITA Financial (Formerly ING Life) | \$0.00 | 0.00% |
| WellMet & Fund | \$0.00 | 0.00% |
| Total | \$0.00 | 0.00% |

I authorize the investment election changes to this money source

RESET TABLE

BACK NEXT

8. Review all entries. Make any changes using the Edit buttons

Click **SUBMIT** when you are satisfied.

Overall Progress: **66% Complete**

Almost Done! Confirm & Submit

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

Please Note:

This submission will not create an account with the Investment Providers. By completing this election, you agree to the terms of the electronic salary reduction agreement, that can be viewed by clicking here.

[Edit](#)

| | | | |
|-------------------|-----------------------|-----------------------------|----------------------|
| Username: | JaneDoeX12 | Home phone: | (000) 000-0000 |
| First name: | Jane | Office phone: | 0 - Ext |
| Last name: | Doe | Other phone: | 0 - |
| Middle name: | | Home email address: | 403a@tcgservices.com |
| Street address 1: | 12435 Park Williamson | Office email address: | |
| Street address 2: | | Other email address: | |
| City: | Dallas | Send email confirmation to: | None |
| State: | TX | | |
| Zip code: | 75051 | | |
| Country: | 01/01/1980 | | |
| Date of birth: | 01/01/2024 | | |
| Date of hire: | | | |

Security Question

| | |
|------------------------------------|----------|
| Security Question 1 | Answer 1 |
| What is your mother's maiden name? | Smith |
| Security Question 2 | Answer 2 |
| What city did you grow up in? | Dallas |

Investment Elections

403b Pretax Deferral [Edit](#)

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

The Vanguard Group : \$50.00

403b Roth Deferral [Edit](#)

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

The Vanguard Group : \$50.00

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

SUBMIT

9. Well done! You are finished! Your six-digit Confirmation Number will be emailed to you.

Please note: Your contribution may be cancelled if you have not set up an account with the vendor(s). To review your vendor registrations, [click here](#).

Dashboard Forms & Reports

Enrollment steps

Overall Progress: **100% Complete**

Congratulations! Your Account has been Created. The confirmation number for this transaction is: 348162

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.

Reminders:

Your contribution may be cancelled if your Vendors and Products are not properly registered. To review your Product Registration, [click here](#).



TCG Administrators | 900 S Capital of Texas Hwy, Ste 350, Austin, TX 78746 | Office 800.943.9179 | Fax 888.989.9247 | www.tcgservices.com

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