## 403(b) Plan Enrollment Instructions



These are instructions for FIRST TIME USERS creating a 403(b) account.

**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 The money grows tax-deferred until it's withdrawn, and then the taxes come due.



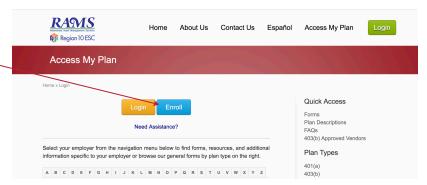
**ROTH 403(b):** This plan automatically deducts part of your salary into the retirement savings plan **after** taxes are taken out. The interest and earnings withdrawn from a Roth Account are tax-free if the distribution is considered "qualified."

**REMINDER:** You can have both a traditional and a Roth 403(b)—and contribute to one or both at the same time—if allowed by your plan.

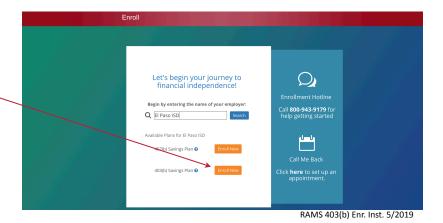
Go to <u>www.region10rams.org</u> and click **Login**



2. Click on the **Enroll** button.



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



3. Enter your Social Security number to continue.

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

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

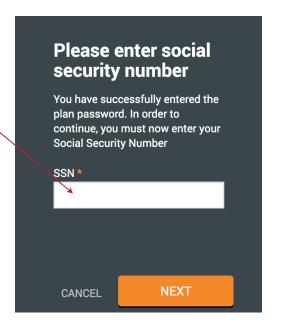
## For example:

Social Security number: 123-45-6789

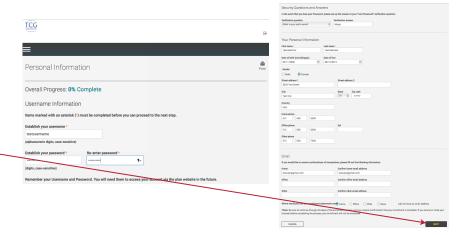
Birthday: 01/02/1980

**Username**: 123456789 **Password**: 01021980

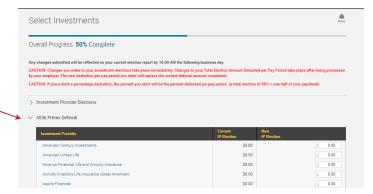
If you are still unable to login, please call (800) 943-9179.



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



Investment Elections—Under the 403b Pretax
 Deferral heading are listed all 403(b) investment funds offered or (if allowed in your plan) click 403b
 Roth Deferral to reveal all investment funds available for Roth contributions.



6. Next you will apply the dollar amount of your contribution to the investment(s) of your choice.

6a. 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.

6b. If you wish to make a Roth contribution, click the 403b Roth Deferral option and assign your elected amounts. Click the authorize checkbox to proceed with your enrollment.

Overall Progress: 50% Complete

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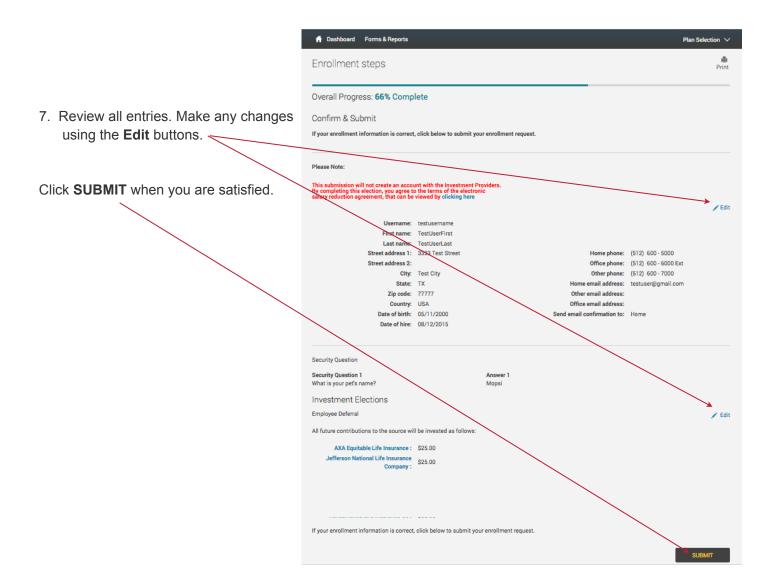
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BACK NEXT

Select Investments



8. 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 a account with the vendor(s). To review your vendor registrations, click here.

