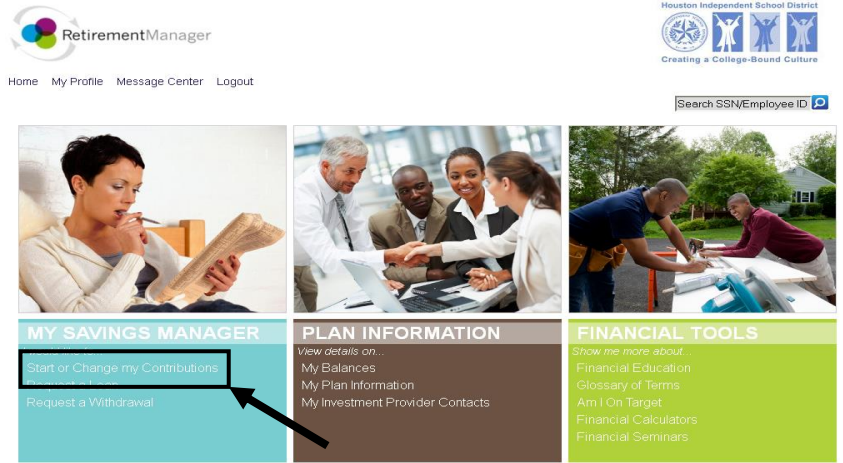


# Retirement Manager: Start or Change My Contributions

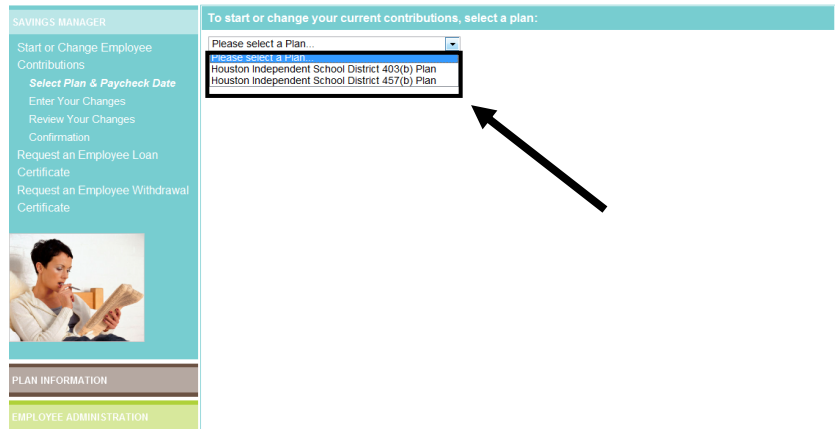
Retirement Manager is the convenient, secure, Web-based access point to manage your HISD retirement plan accounts anytime - anywhere, 24 hours a day, seven days a week. To access Retirement Manager, simply go to: [www.myretirementmanager.com](http://www.myretirementmanager.com) .

Retirement Manager is used to control the contributions you make to your voluntary retirement savings plans. To start or change your contributions, select **“Start or Change my Contributions”** from the left menu on the home page. Please note that the screen shots on this page are examples, and may vary based on your plan.



### Select a Plan:

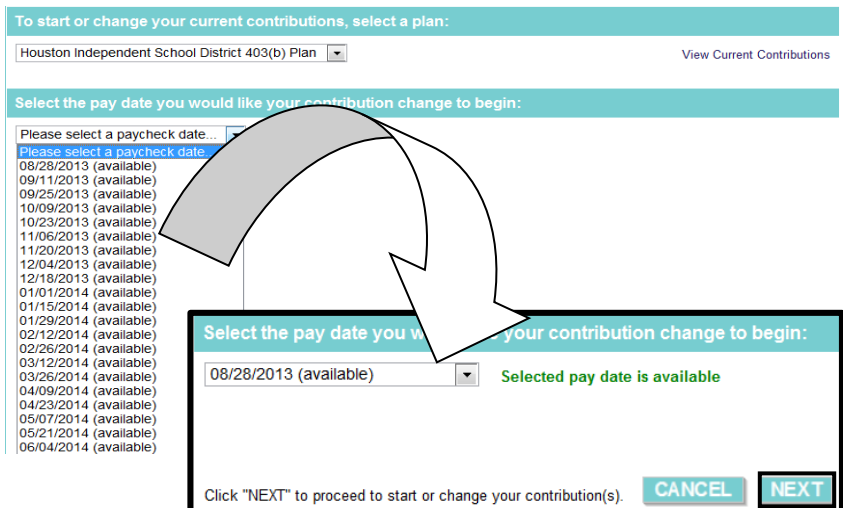
Click on the arrow to the right of the **“Please select a Plan...”** box. A menu will appear with the different voluntary retirement savings plan types that HISD currently offers. Select the type of plan you will be making contributions to.



### Select a Paycheck Date:

A new screen will appear which will allow you to select the paycheck date that you want your changes to take effect on. **Pay close attention to the paycheck date you choose.** Once you have selected the paycheck date click on **“NEXT”** to proceed.

If you are currently making contributions to a voluntary retirement savings plan, you can click on **“View My Current Contributions”** to view more information about them. A new window will appear which will show you your current contributions.



### Type of Contribution Change:

Select the type of contribution change you would like to make by clicking on the arrow to the right of the box that reads "Please select..." After you have chosen the type of contribution enter the amount you would like to contribute in the box to the right. Pay close attention to the type of contribution and the amount you select. If you select "Ongoing Percent (%) Contribution" and choose 100%, 100% of your check will be contributed. **To stop contributions you are currently making** chose the "Stop Contributing" option then scroll down and click on "NEXT".

### Percentage of Contributions to Provider(s):

**Your screen will appear different from the picture to the right.** A list of providers you can contribute to will appear. Find the row for the investment provider you would like to direct your contributions towards. Enter the percent of your contributions that you would like to go to your chosen provider. If you have multiple providers you can choose the percent out of 100 each provider will receive. If you would like to make contributions to a "Roth 403(b)" scroll further down the page until you reach the "Roth EE Contribution" section. Click on "NEXT" to proceed.

### Submission and Confirmation:

A new screen will appear which shows your contribution changes. Type your email address in the box provided, and then confirm it by typing it again in the second box. **Your change will not take effect until you click on "SUBMIT".**

After you click on "SUBMIT" a new screen will appear which shows the paycheck date your changes will take effect on and the date you have until to cancel your changes. You will also receive an email at the address you provided on the previous page.