A Quick-Step Guide to accessing your Retirement Savings plans through OMNI

Omni will be replacing Retirement Manager, effective October 15, 2021. Below are some instructions on accessing the new website and registering/enrolling so you can see your benefits.

The website is <u>https://www.omni403b.com</u>. Please click on Secure Portal login in the top far right corner to begin.

- 1. If you have enrolled, then your use ID and password will be population and you can click Log In.
- 2. If you have not enrolled, please select Participant Enrollment and proceed to register.



Once you log in you will see on the left Main Menu bar 403(b)/457 Plans. Please click on the arrow to enter your plan(s).



You will now see your employee details of your plans. If you are enrolled in both plans, you will see information for both plans.

From this page,	you can click on	the links in each section	on, and it will take	you to your selected item.
-----------------	------------------	---------------------------	----------------------	----------------------------

the second se	nant Detai	E.				Notify (DMNI of a Cl	iange i	n Address Con	tact OMN
uruci	NAME : WI	lliams. Henry				EAR OF BIRTH:	1960	55	ID: ****9998	
ADDRESS: 345 A Street				CITY ST ZIP: Anytown, NY 12345						
YTD To	otals & Curr	ent Maximum L	imit				Submit a	Service	e Based Catch U	Ip Reques
PLAN TYPE	DATE OF HIRE	DATE OF SEPARATION	SALARY	P	AY PERIODS	M.A.C.	EMPLOYEE	TD E	MPLOYER YTD	TOTAL YTD
403	1/1/2014		\$90,000	.00 2	6	\$18,000.00	\$1,500.00	\$	60.00	\$1,500.00
457	1/1/2014		\$90,000	.00 2	6	\$18,000.00	\$50.00	s	60.00	\$50.00
Histori	ic Contribu	tion Summary								
YEAR	PLAN TYPE	FUND NAME				EE AMT	2	ER AMT	TOTAL	
2020	403	MetLife				\$8,000	.00	\$0.00	\$8,000.00	
2020	403	Oppenheimer Shar	eholder Svcs.			\$10,00	0.00	0 \$0.00 \$10,000)
2019	403	MetLife				\$500.0	0	\$0.00	\$500.00	
									SHOW MOR	EITEMS
Accour	nt Balance:	5								
SERVICE P	ROVIDER	VALUATION DATE	ACCOUNT BAL	ANCE	ELIGIBLE	E LOAN AMOUN	T E		ARDSHIP AMOUN	т
OPPEN		9/17/2021	\$12,000.00		\$7.000	00	ŝ	5.000.00	D	
					411000.	00	*			
MET		9/17/2021	\$9,500.00		\$0.00		s	3,000.00	D	
MET Data cont SPARK fil directly ir	cerning accour le sharing syste n the event tha	9/17/2021 It balances, where ava m. The frequency and t real time data is requ	\$9,500.00 <i>ilable, has be</i> availability o iired.	en repo f these	\$0.00 orted to OMI files may var	VI from your ! y. According!	\$ Service Provi ly, we recomi	3,000.00 der(s) v mend co	o via the industry : ontacting your j	standard provider
MET Data cond SPARK fil directly ir	cerning accour le sharing syste n the event tha	9/17/2021 It balances, where ava m. The frequency and t real time data is requ	\$9,500.00 ilable, has be availability o iired.	en repo f these	\$0.00 orted to OMI files may var	VI from your S y. According)	\$ Service Provi y, we recomi	3,000.00 der(s) v mend c	o ria the industry : ontacting your j	standard provider
MET Data cons SPARK fil directly in Contril	ceming accour le sharing syste n the event that bution Pro	9/17/2021 at balances, where ava m. The frequency and t real time data is requ file	\$9,500.00 ilable, has be availability o iired.	en repc f these	\$0.00 orted to OMI files may vai	VI from your S y. According!	\$ Service Provi y, we recomi	3,000.00 der(s) v mend c	o iia the industry : ontacting your ;	standard provider
MET Data com SPARK fil directly ir Contril PLAN TYPE	cerning accour le sharing syste n the event that bution Prov E FUND NAME	9/17/2021 at balances, where ava m. The frequency and t real time data is requ file	\$9,500.00 ilable, has be availability o iired.	en repo f these status	\$0.00 prited to OMI files may var EFFECTIVE 04	NI from your 3 y. According!	\$ Service Provi y, we recomi	ee AMT	o ia the industry : ontacting your j EMPLOYER AMT	standard provider YTD TOTA
MET Data com SPARK fill directly in Contril PLAN TYPE 457	cerning accour le sharing syste n the event that bution Pro E FUND NAME New York Sta	9/17/2021 at balances, where ava. m. The frequency and t real time data is requ file ate Deferred Comp Pla	\$9,500.00 ilable, has be availability o iired.	en repo f these status ACTIVE	\$0.00 prited to OMI files may var EFFECTIVE DA 1/1/2017	VI from your 3 ry. According! ATE EMPLOYE 0	Service Provi y, we recomi y, we recomi set the second \$50.00	EE AMT	o iia the industry : ontacting your j EMPLOYER AMT \$0.00	standard provider YTD TOTA \$50.00
MET Data coni SPARK fil directly in Contril PLAN TYPE 457 403	cerning account le sharing syste in the event that bution Pro bution Pro bution Sta New York Sta Oppenheime	9/17/2021 at balances, where ava m. The frequency and t real time data is requ file ate Deferred Comp Pla er Shareholder Svcs.	\$9,500.00 ilable, has be availability o iired. n - 457	en repo f these status ACTIVE ACTIVE	\$0.00 prited to OMI files may var EFFECTIVE DA 1/1/2017 1/1/2017	VI from your 3 y. According! ATE EMPLOYE 0 0	Service Provi y, we recomi y, we recomi S50.00 \$1,500.0	ee amt	o iia the industry : ontacting your j EMPLOYER AMT \$0.00 \$0.00	Standard provider YTD TOTA \$50.00 \$1,500.0
MET Data com SPARK fil directly in Contril PLAN TYPE 457 403 Remitt	cerning account le sharing system in the event that bution Prof E FUND NAME New York State Oppenheime cance Detai	9/17/2021 at balances, where ava m. The frequency and t real time data is requ file ate Deferred Comp Pla er Shareholder Svcs.	\$9,500.00 ilable, has be availability o iired. n - 457	en repo f these status ACTIVE ACTIVE	\$0.00 brited to OMI files may var files may var 1/1/2017 1/1/2017	VI from your : y. According) ATE EMPLOYE 0 0	Service Provi y, we recomi g, we recomi stopping	3,000.00 der(s) v mend co EE AMT DO	D via the industry s ontacting your p EMPLOYER AMT \$0.00 \$0.00 St Full Remittat	standard provider YTD TOTA \$50.00 \$1,500.0
MET Data com SPARK fil directly in Contril PLAN TYPE 457 403 Remitt PLAN TYPE	cerning account le sharing system in the event that bution Profession FUND NAME New York State Oppenheime cance Detate FUND NAME	9/17/2021 at balances, where ava m. The frequency and t real time data is requ file ate Deferred Comp Pla er Shareholder Svcs.	\$9,500.00 ilable, has be availability o iired. n - 457	en repo f these status ACTIVE ACTIVE	\$0.00 prited to OMI files may val files may val 1/1/2017 1/1/2017 1/1/2017	VI from your 3 y. According) ATE EMPLOYE 0 0 0 MPLOYEE CONT	Service Provi y, we recomi y, we recomi stopping \$50.00 \$1,500.0	3,000.00 der(s) v mend co EEE AMT 00 Reque	D via the industry s ontacting your j EMPLOYER AMT \$0.00 \$0.00 \$0.00 est Full Remittar OYER CONTRIBUTI	standard provider YTD TOTA \$50.00 \$1,500.0 nce Histor
MET Data com SPARK fil directly in Contril PLAN TYPE 457 403 Remitt PLAN TYPE 403	cerning accour le sharing syste n the event that bution Proo E FUND NAME New York Sta Oppenheime cance Deta E FUND NAME Oppenheim	9/17/2021 at balances, where ava m. The frequency and t real time data is requ file ate Deferred Comp Pla er Shareholder Svcs.	\$9,500.00 ilable, has be availability o iired. n - 457	en repo f these status ACTIVE ACTIVE P 9	\$0.00 prited to OMI files may val 1/1/2017 1/1/2017 AY DATE EI /17/2021 \$	VI from your 3 y. According) ATE EMPLOYE 0 0 WPLOYEE CONT 1,500.00	Service Provi y, we recomi y, we recomi S50.00 \$1,500.0 RIBUTION	3,000.00 der(s) v mend co EEE AMT 00 EMPL S0.00	o via the industry : ontacting your j EMPLOYER AMT \$0.00 \$0.00 \$0.00 est Full Remittar OYER CONTRIBUTI	standard provider YTD TOTA \$50.00 \$1,500.0 nce Histor

You are now registered and can see your information.

Some common functions you may want to use:

1. Changing your contribution amount: On your specific participant information page (screenshot above), the navigation to change your election is under the SRA Fund Changes. On the far-right side, there is a link to Submit a new 403(b) SRA/Submit a new 457 SRA.



When you click on that link, you will be taken to the page below:

You must enter **Texas** for the state, then enter Houston Independent School District for the Employer, and click the "Go" button



You will then be taken to the page below to select your options.

🖻 Financial Wellness Center	Our Response to the COVID-19 Pandemic	Select Language Secure Portal Login
US OMNI&TSACG Compliance Services	> Employees > Employers > Advisors > Track Forms	
Start Change Cont	ibutions	3
Your first step to boliter your entoment saving contributions to your 400(b) 4920 account. All employer's tatae and type in your employer's n to be deducted as well as the approved investin	I is to task controlucing to your employer's 400(b)/400(b) place(b). OMNI makesi seay to begin or obviewing your ery up open as exocurate than a spoord environment provide more employer balance imming least course ma balow to take you to the Salavy Reduction Agreement form(b) where you will be able to detail the amount ent provider with whom you with to participate.	
	Salary Reduction Agreement Forms for Houston Independent School District Housto	on, TX
403(b) 457(b)		
A Tax Sheltered Annuity ("TSA") is an inv Employee individually, to hold assets of Inversion ("Inversion of the state of t	istment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars A Custodial Account ("CA") is the group or individual custodial account or accounts, he Plan Unless utilizing the catch-up provisions, your Maximum Allowable Contribution ("MAC") cannot exceed \$19500 (\$26,000 if age 50 or over) for 2021. Both TSA E CA receive tax is ned Online Form Form is being offend by OMNI to streamline the process by which new participants may begin making payroll deductions into a single investment account	established for each Employee, by the Employer, or by each deferred treatment.
O 403(b) Online SRA Submission		
O 403(b) SRA PDF Downloadable Ver	ion	
	Select a Form Option	

The options you can select from are:

- New 403(b) Salary Reduction Agreement Express Short online form. You can use this option if you have a single investment account to quickly add your contribution amount.
- 403(b) Salary Reduction Agreement Submission. Use this option if you have multiple investment accounts.
- 403(b) Salary Reduction Agreement downloadable form that you can print and complete
- These same options are available for the 457 plan.
- 2. If you would like to add a new account, go the section "Investment Provider Transactions." On the far-right side of this section, you can click the link for Online Transaction Forms.

_					
Invest	tment Provider	Transactions		Online Transaction Forms	
TYPE	TRACKING ID	OMNI RECD PPWK	OMNI RETD PPWK	STATUS	
					2
<				>	
				SHOW MORE ITEMS	

You will then be taken to the main dashboard page, where you can see all of the available funds.

Participating Investment Providers

Investment Types: Fixed Annuity (F) Fixed Index Annuity (FI) Variable Annuity (VA) Investment Advisory Service (RIA) Mutual Funds (MF) Not Offered

Click on the link of the Fund you would like to add to your portfolio. **You will then be required to set up an account with that Provider**. This account must be set up BEFORE you can enter a Salary Reduction Agreement amount (payroll deduction amount). If you do not set up the account first, your deductions will be eventually refunded to you because there will not be an account set up to associate with your deduction.

Once that fund set up is processed, you should be able to go back to the SRA Fund Changes section and see the fund so you can determine how much you want to contribute to that fund. The telephone numbers are available for each fund in the event you have questions or require more information.



3. Catch Up Requests: In the far-right hand corner of this the "YTD Totals," you can click on the link to Submit a Service Based Catch Up Request.



- a. Enter your state and enter your employer, Houston Independent School District.
- b. Click the "Go" button.
- c. And you can select the plan and option to submit your Service Based Catch Up information.

🖻 Financial Wellness Center	Our Response to the COVID-19 Pandemic	Select Language	Secure Portal Login
US OMNI&TSACG Compliance Services	> Employees > Employers > Advisors > Track Forms		
	Contribution Catch-Up Forms for Houston Independent School District [Houston, TX]		
403(b) 457(b)			
Your employer's 403(b) plan permits el S29,000 in 2021 (S22,500 for employees Service Based Catch-Up. 0 403(b) Online Catch-Up Submis	gible participants to utilize the Service Based Catch-Up provision. This catch-up permits employees with 15 or more years of service to contribute up to an additional 53,000 beyond their base limit, a under age 50.1 in addition, a 403(b) participant must have contributed less than an average of 55,000 lyear over the course of their employment. By submitting the electronic form below, you request sion	Ilowing individuals over ag that OMNI determine you	e 50 to contribute r eligibility to utilize the
O 403(b) Catch-Up PDF Download	ible Version		
	Select a Form Option		

4. Disbursement requests: Go to the "Investment Provider Transactions," and in the far-right corner click on the link for Online Forms.

				
Invest	ment Provider	Transactions		Online Transaction Forms
TYPE	TRACKING ID	OMNI RECD PPWK	OMNI RETD PPWK	STATUS ^
<				· · · · · · · · · · · · · · · · · · ·
				SHOW MORE ITEMS

You will then be taken to the page below:

	nter		Our Response to the COVID-19 Pandemic		Select Language Secure Portal Login
S Compliance Service	CG ces	> Employees > Employers > Advisor	rs > Track Forms		
Plan Detail				Martin Contraction	A PARTICIPAL
Selow is a complete listing of your and online enrollment. In addition transaction.	r available 1, you will	401(b)/457(b) providers, including information about their availab Ind a Safary Reduction Agreement to start, stop, or change your t	de investment types, agent contact information, Beduction, si well is forms to request a		Contraction of the
Plan Details for	Hou	ston Independent School Dist	rict, Houston TX		
403(b) 457(b))				
405(0) 457(0					
Current Status: Preactive PLEA	ISE NOTE	: 403(b) Plan Detail information may not be complete due to	the Preactive nature of the organization.		ଙ୍କ
Current Status: Preactive PLEA Participating Inv	<i>se NOTE</i> vestr	403(b) Plan Detail information may not be complete due to nent Providers	the Preactive nature of the organization.		
Current Status: Preactive PLEA Participating Investment Types: • Fire	ISE NOTE Vestr	: 403(b) Plan Detail information may not be complete due to nent Providers () • Fixed Index Annuy (0) • Variable Annuty (Vol. • Investmer	the Preactive nature of the organization.		
Current Status: Preactive PLEA Participating Inv Investment Types: • Fixe	NOTE Vestr ed Annuity	(403(b) Plan Detail information may not be complete due to nent Providers () • Fixed Index Annuay (9) • Varable Annuary (10) • Investment	the Preactive nature of the organization traditiony Service (IBA) Mutual Funda (MF) Net Offered (F) (F) (XA) (RIA) (MF)	Phone	Start Change Contributions
Current Status: Preactive PLEA Participating Inv Investment Types: • Fire	ISE NOTE Vestr ed Annuity	403(b) Plan Detail Information may not be complete due to nent Providers (*) • Freed Index Annuty (*) • Vanable Annuty (*) • Insetment ANG Retrement Service (Domenty VALIC)	the Preactive nature of the organization. nt Advisory Service (RiA) ● Mutual Funds (MF) ○ Not Offered (F) (F) (F) (F) (F) (F) (F) (F) (F) (F)	Phone 1488 567, 7005	Start Change Contributions
Current Status: Preactive PLEA Participating Inv Investment Types: • For	NOTE Vestr ed Annuity	atot(b) Plan Detail Information may not be complete due to nent Providers (*) @ fixed index Jonuty (%) @ Visable Annuty (%) @ Intestmer Allo Betremet Service (Dumerly VULC) Answarian Cetwy Service LUC	the Preactive nature of the organization. It Advisory Service (IIA) Mutual Funds (MP) Not Offered (I) (IO) (VA) (RIA) (MP) (I) (IO) (VA) (RIA) (MP) (I) (IO) (IO) (IO) (IO)	Phone 1488-567,7055 1400-547-533	Start Change Contributions
Current Status: Preactive PLEA Participating Investment Types: • First	NOTE Vestr ed Annuity	403(b) Plan Detail Information may not be complete due to nent Providers (*) Fixed Index Anualy (*) *Variable Anualy (*) * Interative AND Retrement Services (formerly VAUC) American Calmup Services ILC American Calmup Services ILC	the Preactive nature of the organization. It Adresory Service (REA) Mutual Funds (UF) Chas Offlered (F) (F6) Cha) (RIA) (MF) Chas canter provider	Phone 1-888-561-7005 1-800-561-5033	Start Change Contributions
Current Status: Preactive PLEA Participating Inv Investment Types: • For	alse NOTE Vestr ed Annuity	403(b) Plan Detail Information may not be complete due to nent Providers () 4 real index Jonary (P) 4 read index Jonary (P) 4 reading Annuary (VALC) 4 mercian Control Services LLC 4 mercian from and Unificantly 4 m	the Preactive nature of the organization. tt Advisory Service (IBA) Mutual Funds (MF) Not Offered (F) (F) (VA) (RIA) (MF) Prese context provider Prese context provider	Phone 1488-542,7055 1-000-545-3533 1-866-397-302	Start Change Contributions
Current Status: Preactive PLEA Participating Inv Investment Types: Fise	alse NOTE Vestr ed Annuity	403(b) Plan Detail Information may not be complete due to nent Providers () Fixed Index Annuty (f) Fixedaile Annuty (Va) Einestmer Allo Romenta Genuy Services (Comment VULC) American Genuy Services (Comment American Financia Meetidoura) American Financia Meetidoura	the Preactive nature of the organization t Advisory Service (IIIA) Mutual Funds (MP) Nation Office d () () () () () () () () () () () () ()	Phone 1.600-140-303 1.600-140-303 1.600-297-2022 1.600-297-2022	Start Change Contributions
Current Status: Prescive PLEA Participating Inv Investment Types - Fire	ase NOTE	403(b) Plan Detail Information may not be complete due to nent Providers (*) * Inset Index Jonuty (*) * Varable Annuty (Va) * Insetmer AIG Retrement Services (Unmerly VAUC) American Comput Vehicle Vauce American France Ultravious American France Ultravious American Endown United Sources Equation (Internet) VAU Home Internet	the Preactive nature of the organization. nt Advisory Service (RiA) Mutual Funds (Mf) Not Offered (7) (30 (VA) (RiA) (MF)	Phone 1-883-562,7005 1-800-561-5333 1-800-287-2902 1-800-821-6623	Start Change Contributions
Current Status: Preactive PLEA Participating In Investment Types: • Fac	vestr vestr ed Annuity	403(b) Plan Detail Information may not be complete due to nent Providers (*) Fixed Index Annuty (*) Evastile Annuty (*) Enerstner Allo Retenease Services (Conterly VUIC) Annexion Centry Services (Conterly VUIC) Annexion Annuty Services (Conterly VUIC) Annexion Annuty Services (Conterly VUIC) Annexion Centry (Conterly VUIC) Annexion (Conterly VUIC) Ann	the Preactive nature of the organization thatison Service (BLA) Mutual Funds (MP) - Nat Offered (1) (2) (2) (2) (2) (2) (2) Please context provide Please context provider Please context provider Please context provider	Phone 1.001.542.7055 1.001.545.2053 1.002.547.2052 1.002.632.6673	Start Change Contributions
Current Status: Preactive PLEA Participating Inv Investment Types • Fac	vestr vestr ed Annuity	403(b) Plan Detail Information may not be complete due to enert Providers (*) Fixed Index Annuty (*) * Vanable Annuty (*) * Insestmer AIG Reference: Services (tomerly VAUC) American Comput Services ILC American Finance (Informative Source Executed Generaly (XA) Triating Magneties Trust Finale Informative Files IC, G Gobal Atlance, Finance (Group)	the Preactive nature of the organization. nt Adrisony Service (RIA) Mutual Funds (MIF) Net Offend (7) (7) (74) (RIA) (MIF)	Phone 1.602.507.705 1.002.507.502 1.002.507.502 1.002.638.401 1.602.538.7081	Start Change Contributions
Current Status: Preactive PLEA Participating In Investment Types: • Fac	vestr vestr ed Annuity	403(b) Plan Detail Information may not be complete due to nent Providers (*) • Final Index Jonuty (*) • • • • • • • • • • • • • • • • •	the Preactive nature of the organization ts Advisory Service (IBA) Mutual Funds (UIF) Not Offered (I) (IF) (VA) (IBA) (UF) Presents provider Please among provider	Pione 1.88.342.705 1.902.342.1033 1.902.272.702 1.902.421.4627 1.902.432.7081 1.902.372.7081 1.902.372.7081	Start Change Contributions
Current Status: Preactive PLEA Participating Inv Investment Types The	vestr vestr ed Annuity	403(b) Plan Detail Information may not be complete due to ent Providers (*) Fixed locks Analy (*) * Variable Analy (*) * Intestme AIG Retirement Services (formerly VAUC) American Cancel United Services ILC American Cancel United Services ILC American Finance (Indoneus) Exacting Generaly XAO) Fixed Prance Finance Trust Exacting Generaly XAO Fixed Departments Funct Golded American Endoc United Services College American Endoc United Services Fixed Departments Funct Fixed Departments Fixed Dep	the Preactive nature of the organization.	Phone 1-802-507-705 1-802-547-553 1-802-547-553 1-802-547-852 1-802-547-553 1-802-547-553 1-802-547-555	Start Change Contributions
Current Status: Preactive PLEA Participating In Investment Types: • Fac	vestr ed Annuity	403(b) Plan Detail Information may not be complete due to nent Providers (*) Fast Index Annuty (*) 403 Roman Server (*) 403 Roman Server (*) 404 Roman Server (*) 405 Rom	the Preactive nature of the organization thatisory Service (IBA) Mutual Funds (UP) Not Offered (1) (10) (VA) (RIA) (M5)	Pione 1-88-56-703 1-805-56-703 1-805-57-703 1-805-70-705-703 1-805-70-705-703 1-805-70-705-705-705 1-805-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705 1-805-705-705-705-705-705-705-705-705-705-7	Start Change Contributions
Current Status: Preactive PLEA Participating In Investment Types: First	vestr vestr ed Annuity o	403(b) Plan Detail Information may not be complete due to nent Providers () Exact Index Analy (i) Exactsie Analy (ii) Envestme All Reformers Spread (Stranshir ANALY Amergins Formacillater Source Equation (Stranshir ANAL Equation (Stranshir ANAL Exactsin (Stranshir ANAL	the Preactive nature of the organization.	Phone 1.482.582.705 1.502.581.533 1.602.587.502 1.602.487.4673 1.602.487.4703 1.602.4703 1.	Start Change Contributions Start Change Contributions Transaction Forms Transaction Forms Change I double

Click on Transaction Forms in the blue box on the right side of the page. You will see the page below where you can select Distribution.

🖻 Finar	icial Wellness Cente	r		Our Response to	o the COVID-19 Pandemic		Select Language Secure Portal Login
U _S ON Con	INI&TSACG	Employees > Employ	oloyers > Advisors	> Track Forms			
		Tra	nsaction Forms	for Houston Inc	lependent School District -	Houston, TX	
403(b) 457(b)	Selection Assistant	Instructions				
	E	4		Š	<u>{</u>	;;	
	Death Claim	Disability		Distribution	Exchange	New Child Distribution	Qualified Domestric Relations Order
	6	(5)		(s)			
	Required Minimum Distribution	Rollover		Service Credit			

You can also review the following:

- Your Participant detail which comes from HISD's HRIS system
- YTD Totals & Current Maximum Limit
- History
- Remittance Details