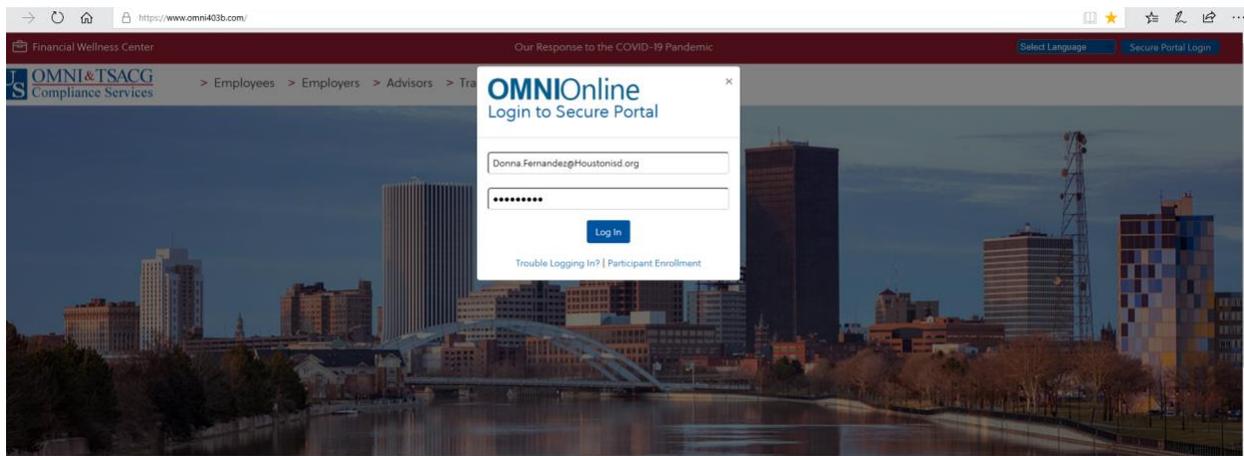


A Quick-Step Guide to accessing your Retirement Savings plans through OMNI

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 <https://www.omni403b.com>. 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).

US OMNI SECURE PORTAL Security Timeout in: 28:58 Welcome Log Out

MAIN MENU

- Secure e-mail
 - 2 New
 - 403(b) / 457(b) Plans ▶
 - HR Compliance Services
 - Manage Settings
 - Organization Information

Did you know...
- Nothing new to report

You are currently logged in as:
Donna.Fernandez@houstonisd.org

Terms of Service & Privacy
User Documentation

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US OMNI

Your organization is utilizing the following services:

Retirement Plan Administration

- 403(b)
- 457(b)

HR Compliance Services
If you are interested in any of the services listed with a **red X**, please contact your Compliance Specialist.

- ACA
- FMLA
- COBRA
- HR Notices

ONE SOURCE.
ONE SECURE PORTAL.
Click on any service icon to the left to learn more.

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, and it will take you to your selected item.

Participant Detail			Notify OMNI of a Change in Address		Contact OMNI	
NAME: Williams, Henry		YEAR OF BIRTH: 1960		SSID: *****9998		
ADDRESS: 345 A Street		CITY ST ZIP: Anytown, NY 12345				

YTD Totals & Current Maximum Limit						Submit a Service Based Catch Up Request		
PLAN TYPE	DATE OF HIRE	DATE OF SEPARATION	SALARY	PAY PERIODS	M.A.C.	EMPLOYEE YTD	EMPLOYER YTD	TOTAL YTD
403	1/1/2014		\$90,000.00	26	\$18,000.00	\$1,500.00	\$0.00	\$1,500.00
457	1/1/2014		\$90,000.00	26	\$18,000.00	\$50.00	\$0.00	\$50.00

Historic Contribution Summary						
YEAR	PLAN TYPE	FUND NAME	EE AMT	ER AMT	TOTAL	
2020	403	MetLife	\$8,000.00	\$0.00	\$8,000.00	
2020	403	Oppenheimer Shareholder Svcs.	\$10,000.00	\$0.00	\$10,000.00	
2019	403	MetLife	\$500.00	\$0.00	\$500.00	

[SHOW MORE ITEMS](#)

Account Balances				
SERVICE PROVIDER	VALUATION DATE	ACCOUNT BALANCE	ELIGIBLE LOAN AMOUNT	ELIGIBLE HARDSHIP AMOUNT
OPPEN	9/17/2021	\$12,000.00	\$7,000.00	\$5,000.00
MET	9/17/2021	\$9,500.00	\$0.00	\$3,000.00

Data concerning account balances, where available, has been reported to OMNI from your Service Provider(s) via the industry standard SPARK file sharing system. The frequency and availability of these files may vary. Accordingly, we recommend contacting your provider directly in the event that real time data is required.

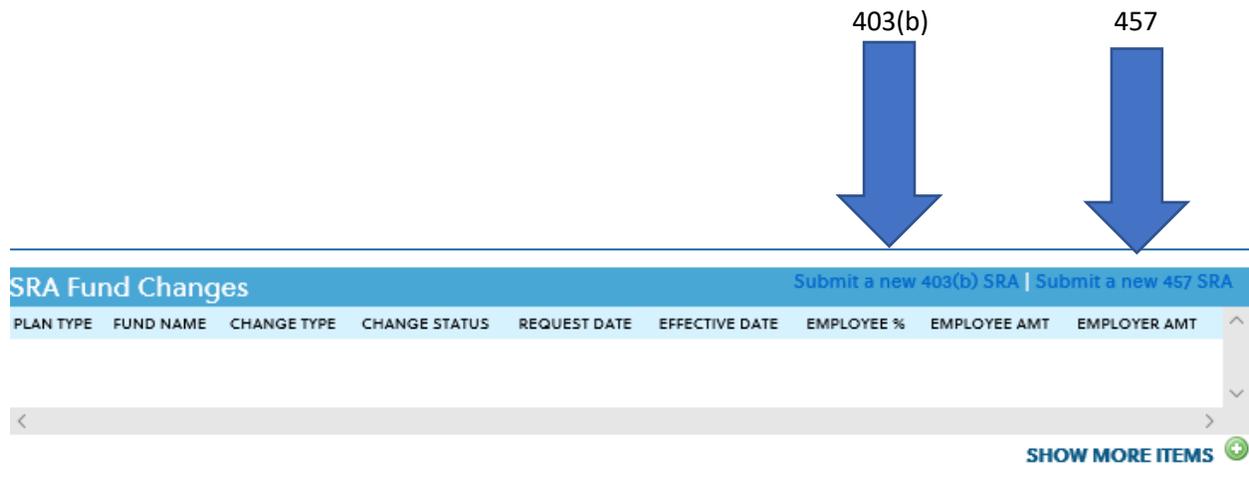
Contribution Profile							
PLAN TYPE	FUND NAME	STATUS	EFFECTIVE DATE	EMPLOYEE %	EMPLOYEE AMT	EMPLOYER AMT	YTD TOTAL
457	New York State Deferred Comp Plan - 457	ACTIVE	1/1/2017	0	\$50.00	\$0.00	\$50.00
403	Oppenheimer Shareholder Svcs.	ACTIVE	1/1/2017	0	\$1,500.00	\$0.00	\$1,500.00

Remittance Detail				Request Full Remittance History	
PLAN TYPE	FUND NAME	PAY DATE	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION	
403	Oppenheimer Shareholder Svcs.	9/17/2021	\$1,500.00	\$0.00	
457	New York State Deferred Comp Plan - 457	9/17/2021	\$50.00	\$0.00	

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.



The screenshot shows a table titled "SRA Fund Changes" with columns: PLAN TYPE, FUND NAME, CHANGE TYPE, CHANGE STATUS, REQUEST DATE, EFFECTIVE DATE, EMPLOYEE %, EMPLOYEE AMT, and EMPLOYER AMT. On the right side of the table header, there are two links: "Submit a new 403(b) SRA" and "Submit a new 457 SRA". Two blue arrows point from the text "403(b)" and "457" above to these respective links. Below the table is a "SHOW MORE ITEMS" button with a plus icon.

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



The screenshot shows the "Start | Change Contributions" page. The header includes "Financial Wellness Center", "Our Response to the COVID-19 Pandemic", "Select Language", and "Secure Portal Login". The main content area has the "OMNI&TSACG Compliance Services" logo and a breadcrumb trail: "> Employees > Employers > Advisors > Track Forms". Below the breadcrumb is a section titled "Start | Change Contributions" with a paragraph of text. At the bottom, there is a form titled "Salary Reduction Agreement Forms for" with a dropdown menu for "Select Employer State", a text input for "Employer Name", and a "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

OMNI & TSACG Compliance Services > Employees > Employers > Advisors > Track Forms

Start | Change Contributions

Your first step to bolster your retirement savings is to start contributing to your employer's 403(b)/457(b) plan(s). OMNI makes it easy to begin or change your contributions to your 403(b)/457(b) account. After you open an account with an approved investment provider in your employer's plan, simply select your employer's state and type in your employer's name below to take you to the Salary Reduction Agreement form(s) where you will be able to detail the amount to be deducted as well as the approved investment provider with whom you wish to participate.

Salary Reduction Agreement Forms for Houston Independent School District Houston, TX

403(b) 457(b)

A Tax Sheltered Annuity ("TSA") is an investment 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, established for each Employee, by the Employer, or by each Employee individually, to hold assets of the 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 & CA receive tax deferred treatment.

- !!New!! 403 (b) SRA Express Shortened Online Form**
This Salary Reduction Agreement Short Form is being offered by OMNI to streamline the process by which new participants may begin making payroll deductions into a single investment account
- 403(b) Online SRA Submission
- 403(b) SRA PDF Downloadable Version

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.

Investment 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 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.

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

Plan Detail

Below is a complete listing of your available 403(b)/457(b) providers, including information about their available investment types, agent contact information, and online enrollment. In addition, you will find a Salary Reduction Agreement to start, stop, or change your deduction, as well as forms to request a transaction.



Plan Details for Houston Independent School District, Houston TX

403(b)

457(b)

Current Status: Preactive *PLEASE NOTE: 403(b) Plan Detail information may not be complete due to the Preactive nature of the organization.*

Participating Investment Providers

Investment Types:	(F)	(FI)	(VA)	(RIA)	(MF)	Not Offered	Phone
AIG Retirement Services (Formerly VALIC)	<input type="checkbox"/>	1-800-249-7056					
American Century Services LLC	<input type="checkbox"/>	1-800-845-9533					
Americo Financial Life/Annuity	<input type="checkbox"/>	1-800-227-2012					
Ameriprise Financial/Weir/Sources	<input type="checkbox"/>	1-800-438-4473					
Equitable (Formerly AXA)	<input type="checkbox"/>	Please contact provider					
Fidelity Management Trust	<input type="checkbox"/>	Please contact provider					
Fidelity Security Life Ins. Co.	<input type="checkbox"/>	Please contact provider					
Global Atlantic Financial Group	<input type="checkbox"/>	1-800-533-7880					
Honors Merit Life Ins. Co.	<input type="checkbox"/>	1-800-299-7036					
Invesco OppenheimerFunds	<input type="checkbox"/>	1-800-854-7805					
Jefferson National Life	<input type="checkbox"/>	Please contact provider					
Lincoln Investment Planning	<input type="checkbox"/>	1-800-244-1601 ext. 4500					
Lincoln National	<input type="checkbox"/>	1-877-375-5462					



Start | Change Contributions



Transaction Forms



Universal Availability

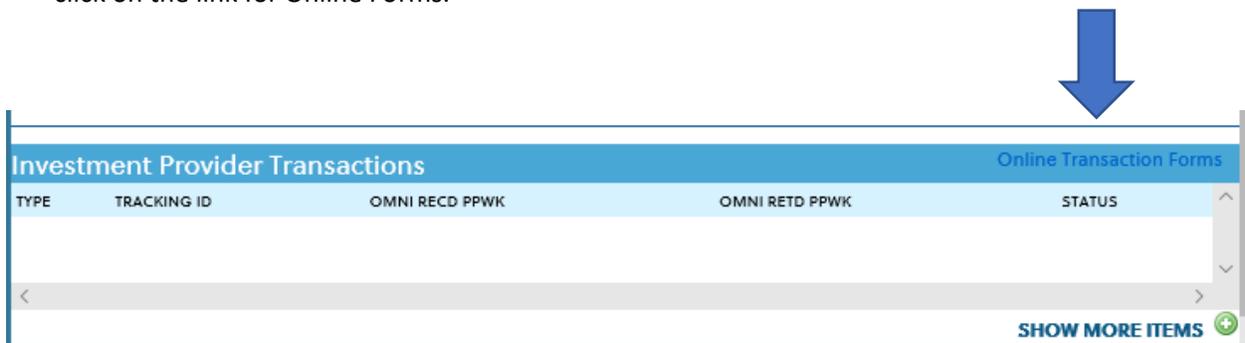
- Catch Up Requests: In the far-right hand corner of this the “YTD Totals,” you can click on the link to Submit a Service Based Catch Up Request.



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



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



You will then be taken to the page below:

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

Plan Detail

Below is a complete listing of your available 403(b)/457(b) providers, including information about their available investment types, agent contact information, and online enrollment. In addition, you will find a Salary Reduction Agreement to start, stop, or change your deduction, as well as forms to request a transaction.



Plan Details for Houston Independent School District, Houston TX

403(b) 457(b)

Current Status: Preactive *PLEASE NOTE: 403(b) Plan Detail information may not be complete due to the Preactive nature of the organization.*

Participating Investment Providers

Investment Types:	Fixed Annuity (F)	Fixed Index Annuity (FI)	Variable Annuity (VA)	Investment Advisory Service (RIA)	Mutual Funds (MF)	Not Offered
AIG Retirement Services (formerly VALIC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Century Services LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Americo Financial Life/Annuity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ameriprise Financial/RetireSource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equitable (formerly AXA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fidelity Management Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fidelity Security Life Ins. Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Global Atlantic Financial Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horace Mann Life Ins. Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invesco OppenheimerFunds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jefferson National Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lincoln Investment Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lincoln National	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Phone
[1-888-549-7055](tel:1-888-549-7055)
[1-800-345-3033](tel:1-800-345-3033)
[1-800-287-2024](tel:1-800-287-2024)
[1-800-408-6678](tel:1-800-408-6678)
[1-800-533-7880](tel:1-800-533-7880)
[1-800-299-3030](tel:1-800-299-3030)
[1-800-815-7205](tel:1-800-815-7205)
[1-800-242-2421 ext. 4500](tel:1-800-242-2421 ext. 4500)
[1-877-375-5464](tel:1-877-375-5464)

 Start | Change Contributions

 Transaction Forms

 Universal Availability

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.

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

Transaction Forms for Houston Independent School District - Houston, TX

403(b) 457(b) Selection Assistant Instructions


Death Claim


Disability


Distribution


Exchange


New Child Distribution


Qualified Domestic Relations Order


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