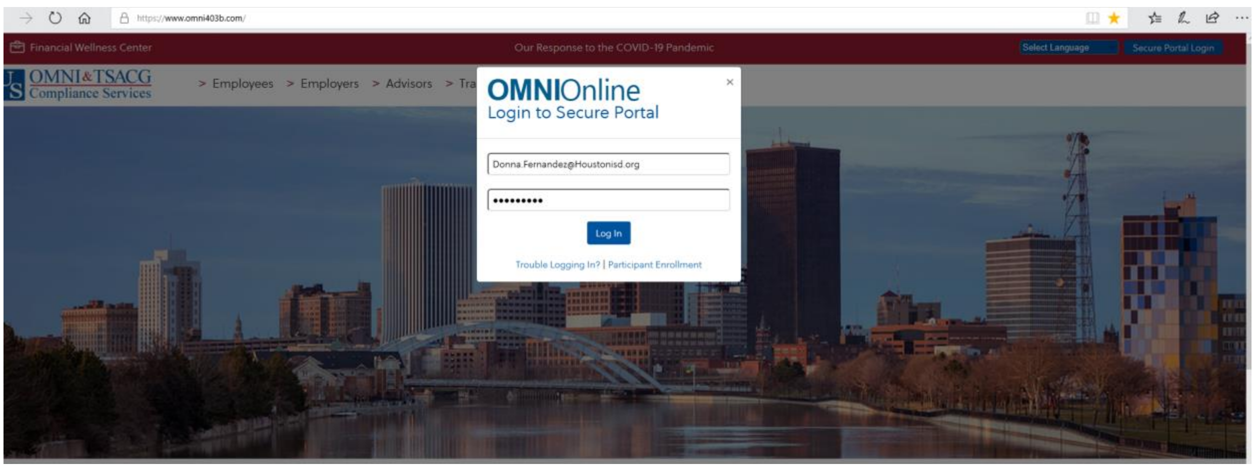
A Quick-Step Guide to accessing your Retirement Savings plans through OMNI

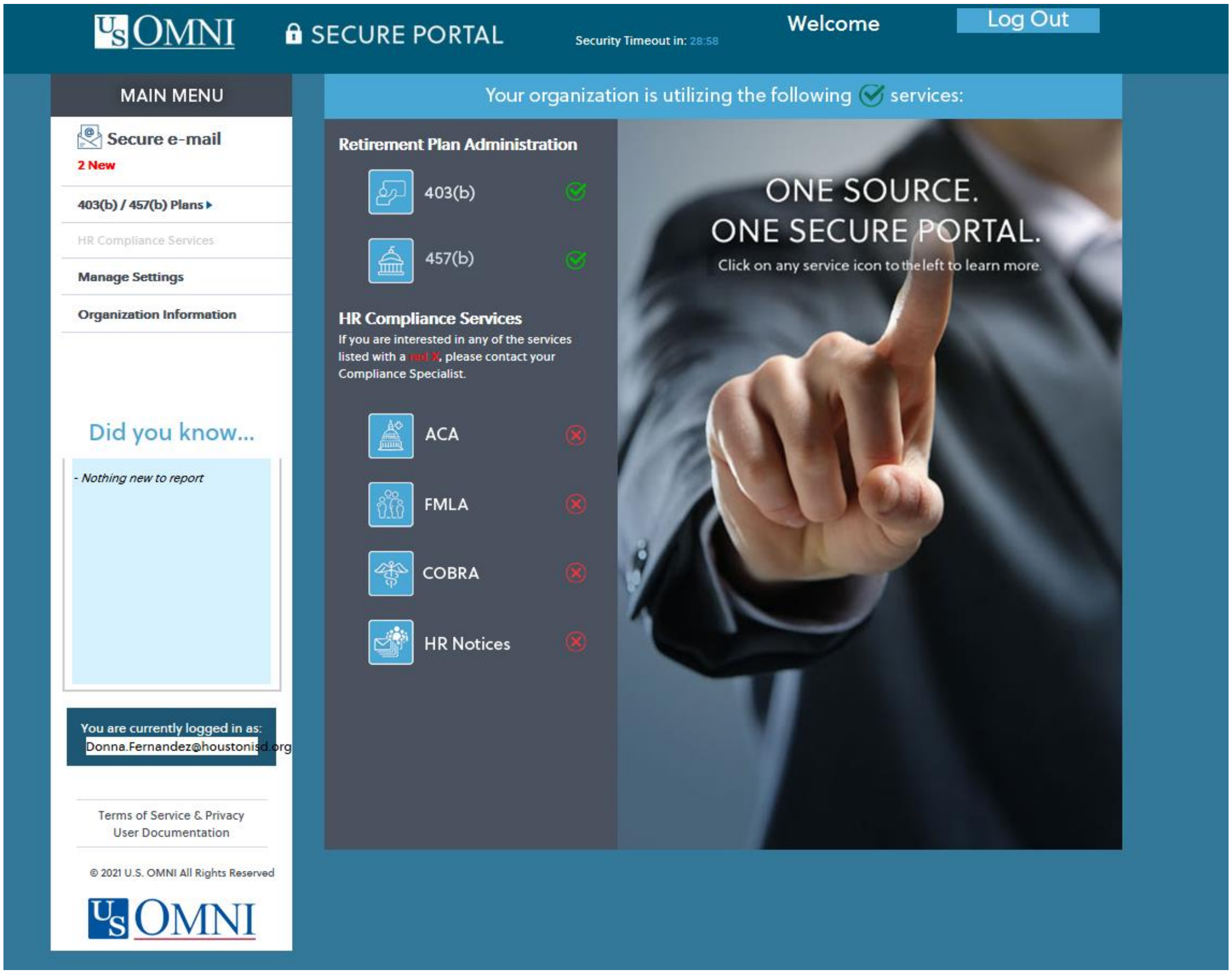
Omni will be replacing Retirement Manager, effective October 15, 2021. Below are some instructions on accessing the new website and registering/enrolling so you can see your benefits.

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).



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

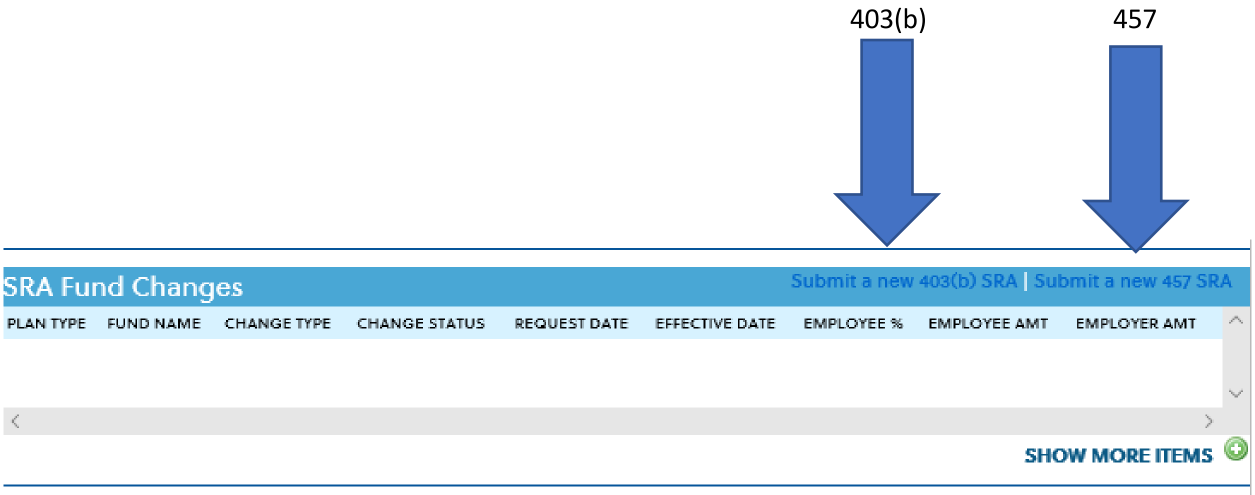
Request Full Remittance History

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:

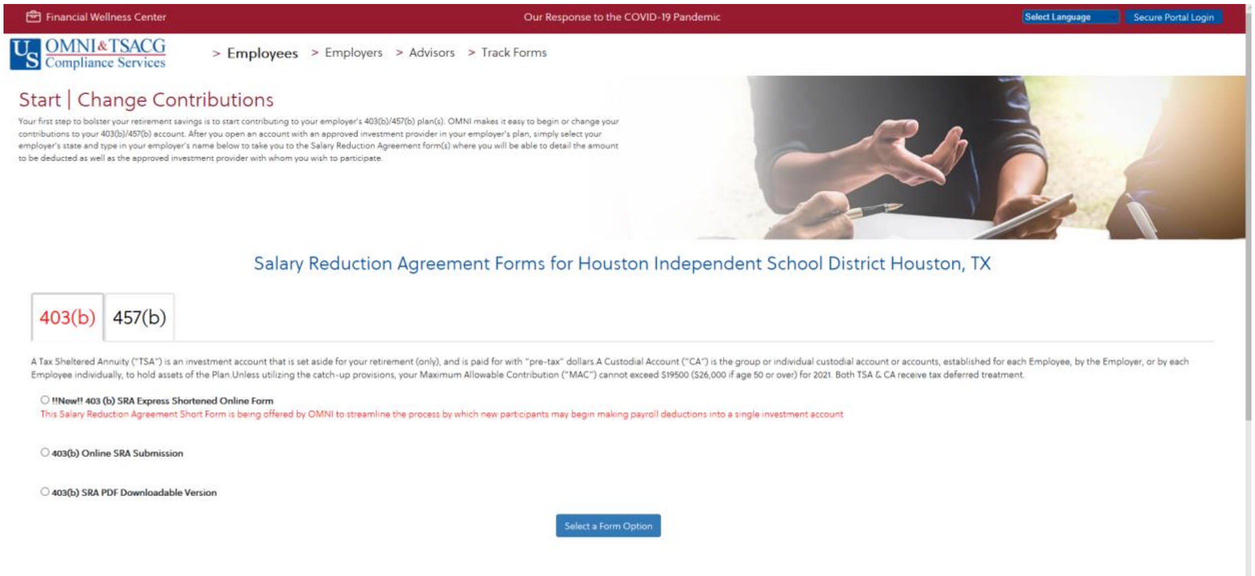
1. Changing your contribution amount: On your specific participant information page (screenshot above), the navigation to change your election is under the SRA Fund Changes. On the far-right side, there is a link to Submit a new 403(b) SRA/Submit a new 457 SRA.



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.



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.

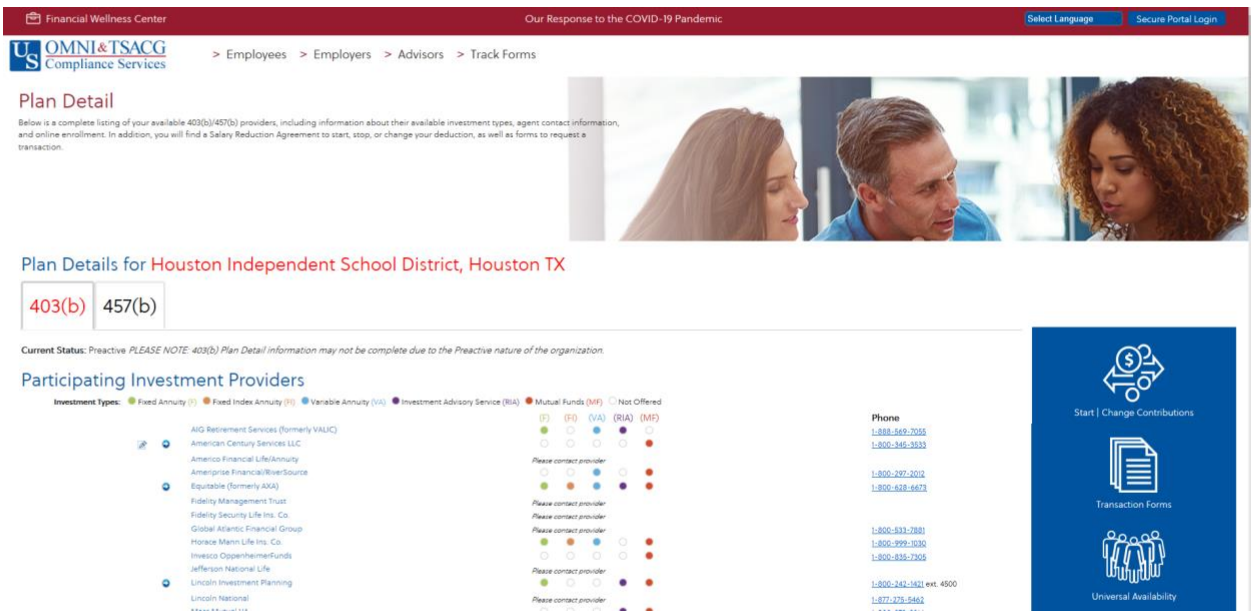
You will then be taken to the main dashboard page, where you can see all of the available funds.

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.

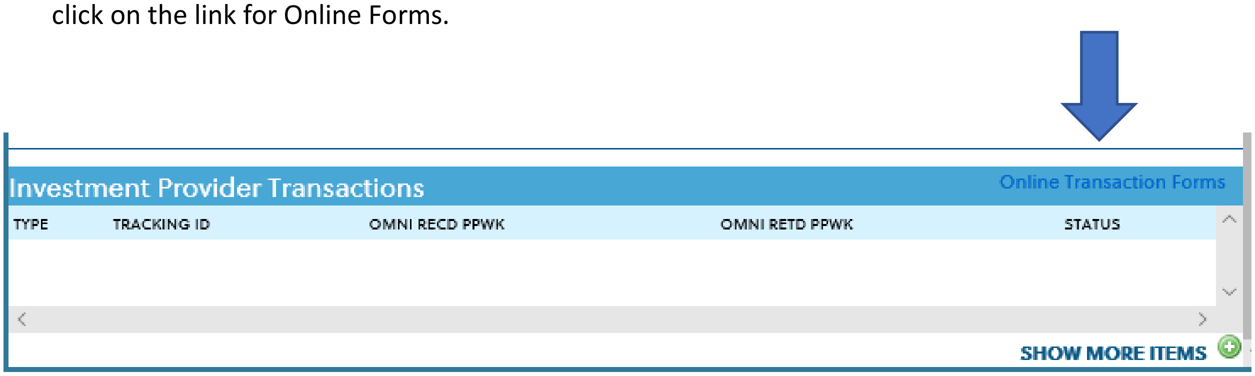
Once that fund set up is processed, you should be able to go back to the SRA Fund Changes section and see the fund so you can determine how much you want to contribute to that fund. The telephone numbers are available for each fund in the event you have questions or require more information.



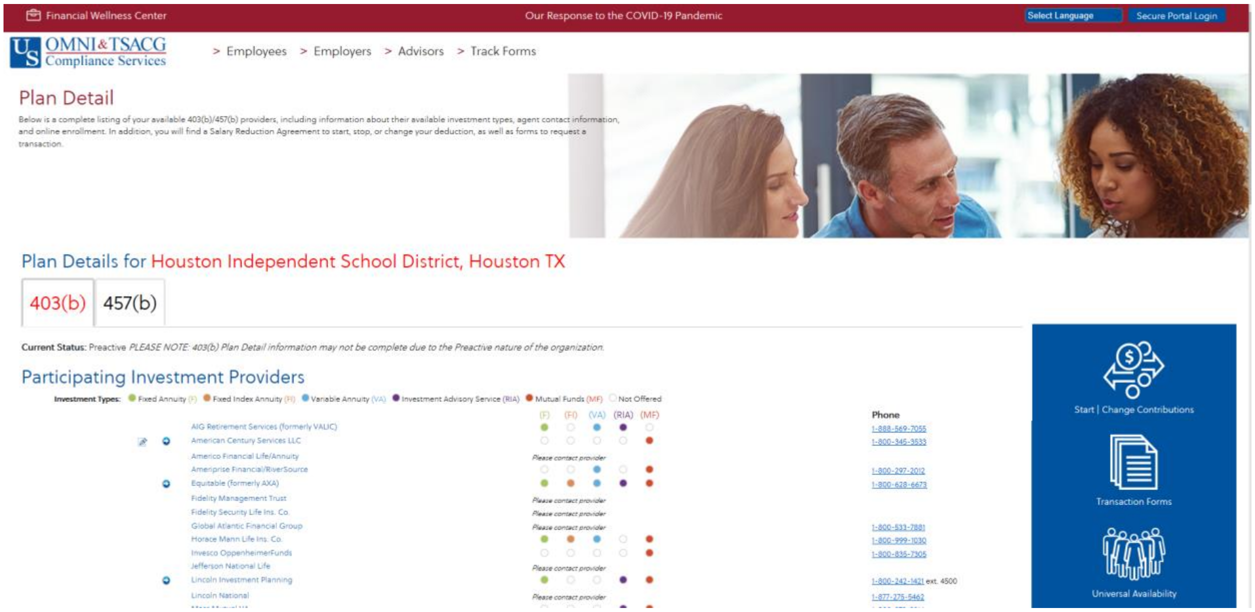
3. Catch Up Requests: In the far-right hand corner of this the “YTD Totals,” you can click on the link to Submit a Service Based Catch Up Request.

   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.

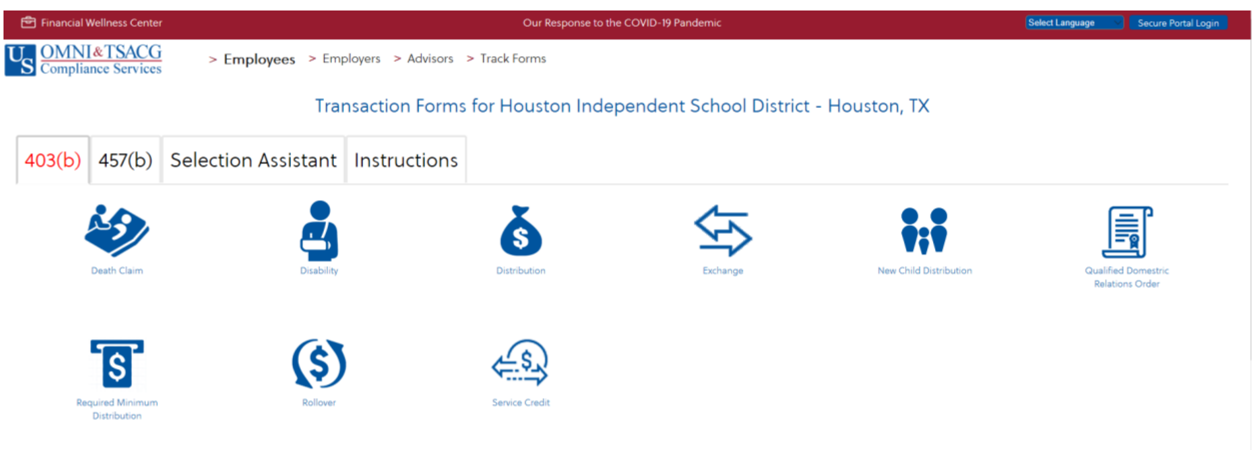
4. Disbursement requests: Go to the “Investment Provider Transactions,” and in the far-right corner click on the link for Online Forms.



You will then be taken to the page below:



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.



You can also review the following:

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