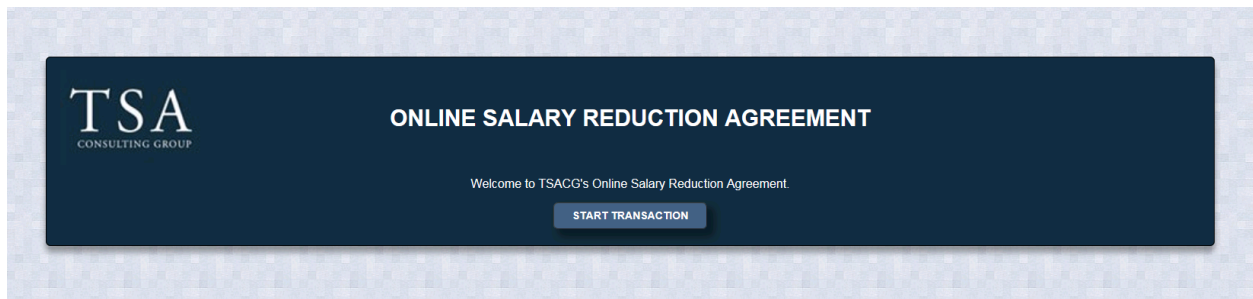


Online Salary Reduction Agreement Overview

Employees should review the information below to successfully utilize the online 403(b) Salary Reduction or 457(b) Participation Agreement process:

1. Before completing the online 403(b) Salary Reduction and 457(b) Participation Agreement process, you **MUST** have an account established with the 403(b) or 457(b) authorized Investment Provider of your choice.
2. Navigate to the secure website <https://sra.tsacg.com>.



3. **Note that the SRA information entered via the online system will supersede and replace all prior 403(b) and/or 457(b) elections including the amounts, investment providers, and effective dates. Any election(s) you want to continue must be reflected or the election will be stopped.**
4. Employer and Participant Information – If you have previously entered SRA information or TSACG has your demographic information archived in their system, most of your personal information will pre-populate. If your information is not currently in TSACG's system, you will be able to add your record. Depending on the information displayed, be prepared to enter the following information:
 - Employer's State
 - Employer's Name
 - Employee's Social Security Number
 - Employee's Date of Birth
 - Employee's Name, Address, and Telephone Number

Part 2: Employer Information

* Employer State * Employer

If you cannot find the employer's state or employer's name above, please contact the SRA Processing department at 888-796-3786 option 5 to determine if we are the TPA for the employer.

Part 3: Participant's Information

Social Security Number

AND

Date of Birth

SEARCH

RESET

Personal Information

* First Name
Middle Name
* Last Name
Hire Date
Employer Termination Date

Contact Information

* Address
* City
* State
* Zip Code
* Phone Number Ext
Email
* Alternate Email

* Has the participant terminated employment with this employer? No Yes

5. Salary Reduction Agreement Information – You have the ability to start, change, or stop contributions. If you want to maintain an existing contribution(s), you will need to enter the information for that contribution in addition to any other changes you are making. Be prepared to enter the following information:

- Effective Date of the contribution(s)
- The total dollar amount per pay period for all contributions
- The investment provider(s) to whom you would like to contribute
- The Plan type
- The amount of a previous contribution, if any
- The new amount of your contribution

Part 4: Salary Reduction Agreement Information

Salary Reduction Agreement Information

Effective Date

Dollars

Total Per Pay Dollar Amount \$

Total Per Pay Amount above must match SRA Total below.

403(b) Contributions

Investment Provider	Contract/ Account Number	Plan Type	Previous Amount	New Amount	
Select Investment Provider		403(b)	\$ 0.00	\$ 200.00	Remove

Add

* SRA Total \$

* Must Equal Total Per Pay Amount

FINISHED

RESET

6. Salary Reduction Agreement Terms and Disclosures – Once you have clicked *Finished*, you will be asked to read and confirm that you have read the SRA terms. You will also be asked to acknowledge the SRA disclosures.

7. Submitting your SRA – After completing the terms and disclosures sections, you will be asked to confirm that you are not a robot, and then you can submit your SRA. TSACG will forward your contribution information to us, and you can print a copy of the SRA for your records. Providing your account(s) is established with your investment provider, no further action is required.

The screenshot shows a dark blue header with the TSA Consulting Group logo on the left and the title "ONLINE SALARY REDUCTION AGREEMENT" in the center. Below the title is a welcome message: "Welcome to TSACG's Online Salary Reduction Agreement." A light blue button labeled "START TRANSACTION" is centered below the message. The main content area is white and contains a confirmation message: "Your Salary Reduction Agreement (SRA) request has been received. Your SRA will be processed as soon as administratively possible based on your Employer's payroll processing schedule." Below this message is a link: "Click [here](#) to download your SRA forms." At the bottom of the white area is a dark blue button labeled "FINISH".

Should you have any questions regarding the process, please contact TSACG's SRA Department at 888.796.3786, option 5.