457(b) Admin Plan Enrollment Instructions

Important note about your 457(b) Contributions: If you have not established a 457(b) Admin vendor account for this employer prior to enrolling with TCG to establish contributions, your contributions may be canceled and/or refunded back and not invested. The 457(b)Admin vendor account needs to be open and ready to accept funds, specific to this employer, and would need to be a current approved vendor for this employer. If you have any additional questions on this process, contact us.

These are instructions for **FIRST TIME USERS** creating a 457(b) Admin account.

TRADITIONAL 457(b) Admin

This plan automatically deducts part of your salary into the retirement savings plan before taxes are taken out. The money grows tax-deferred until it's withdrawn, and then the taxes come due.

ROTH 457(b) Admin

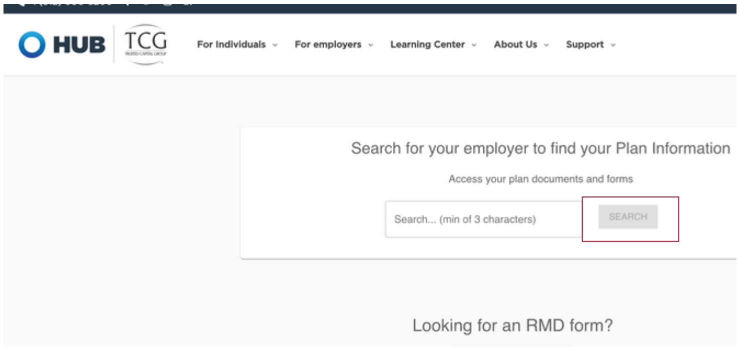
This plan automatically deducts part of your salary into the retirement savings plan after taxes are taken out. The interest and earnings withdrawn from a Roth Account are tax-free if the distribution is considered "qualified."*

> ***Note:** For Roth 403(b) contributions, the plan must allow Roth contributions. You can refer to the Summary Plan Description for your employer and plan on our website, or you can always call us at 1-800-943-9179 to confirm.*
>
> *Also, not all approved vendors for the employer may offer Roth, even if the plan does. That information can be found on the approved vendor list for our site - or you can always call us to confirm.*
>
> *Also, if you're wanting to contribute Roth, and the plan allows it, and the vendor allows it, make sure you notify your vendor when establishing the 403(b) on their end that you wish to contribute Roth. Some companies may require a separate account type specifically for Roth funds.*

Reminder

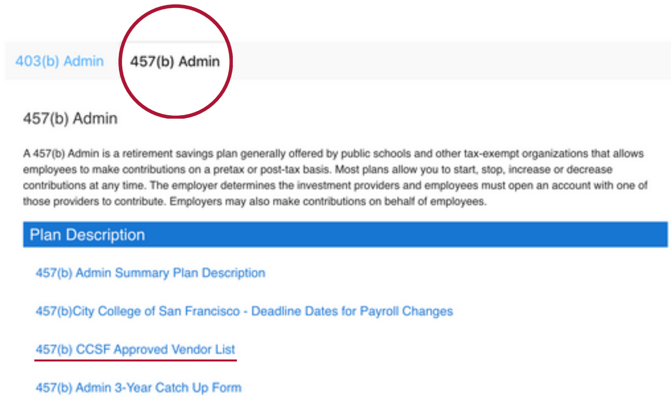
You can have both a traditional and a Roth 457(b) Admin—and contribute to one or both at the same time—if allowed by your plan. While you can contribute Pre-Tax and Roth, the annual MAC limit for Pre-Tax and Roth 403(b) contributions are combined.

1. Go to www.tcgservices.com/documents and type in the **name of your employer.**



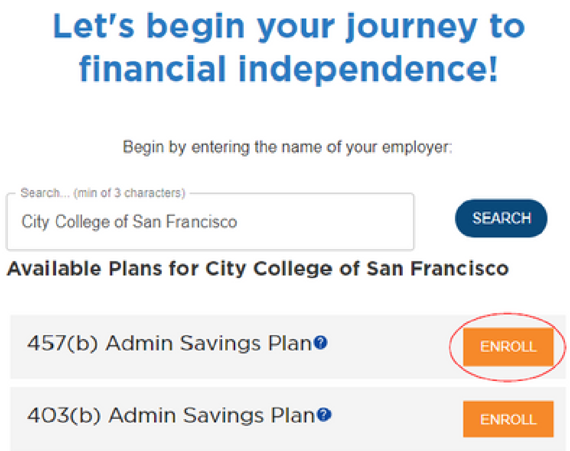
2. Select the **457(b) Admin** tab and click to view the **Approved Vendor List.**

Research a vendor from the provided list and reach out to them directly to establish an investment account.



3. Now let's establish your TCG Administrators account. Visit tcgservices.com/enroll and type in your employer's name.

Then, click the **Enroll** button by the 457(b) Savings Plan.



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4. Enter your **Social Security number** to continue.

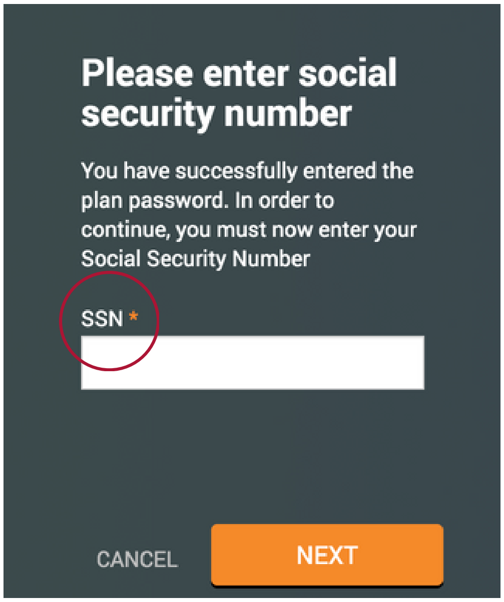
    If the website indicates that "**a user name and password already exists,**" then proceed with the following steps:

    Enter your Social Security Number as the **username**, and your birthday in numerical digits (MMDDYYYY) as the **password.**

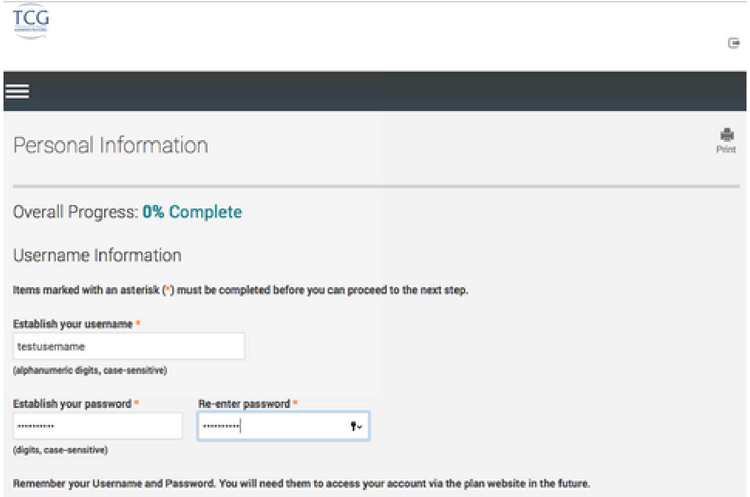
    For example:
    Social Security number: 123-45-6789
    Birthday: 01/02/1980

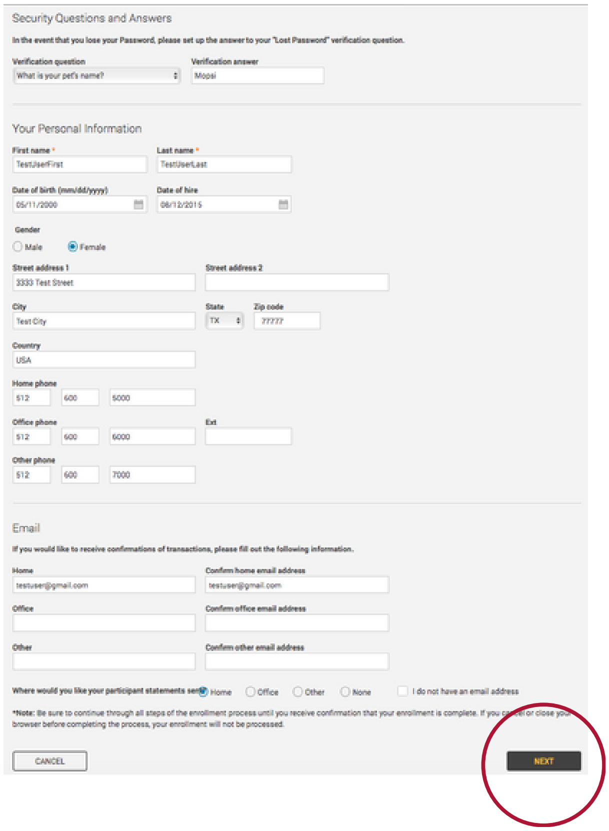
    Username: 123456789
    Password: 01021980

    If you are still unable to login, please call **(800) 943-9179**

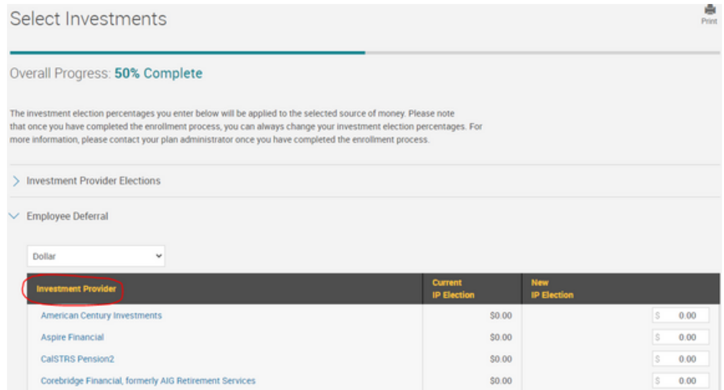


5. Create your Username and Password; enter all personal information; then click **NEXT.**

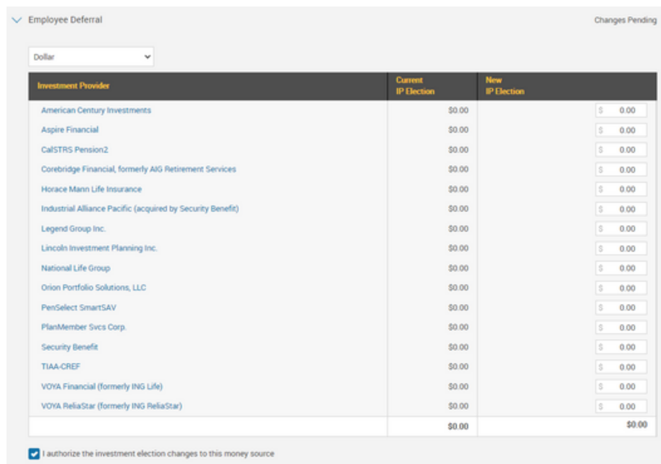




6. Investment Elections—Under the **457(b) Pretax Deferral** heading are listed all 457(b) investment providers offered or (if allowed in your plan) click **457(b) Roth Deferral** to reveal all investment providers available for Roth contributions.

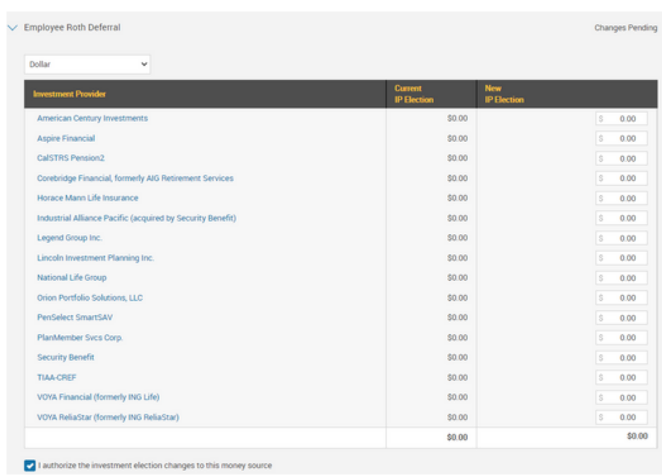


7. Next you will apply the dollar amount of your contribution to the investment(s) of your choice.



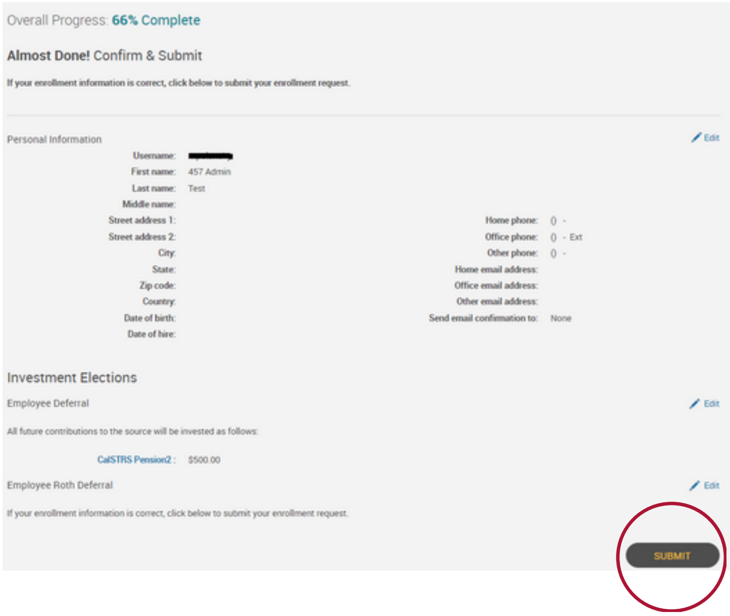
7a. If you wish to make contribution on a pre-tax basis, click the 457(b) Pretax Deferral option and assign your elected amounts. Click the authorize checkbox to proceed with your enrollment.

7b. If you wish to make a Roth contribution, click the 457(b) Roth Deferral option and assign your elected amounts. Click the authorize checkbox to proceed with your enrollment.

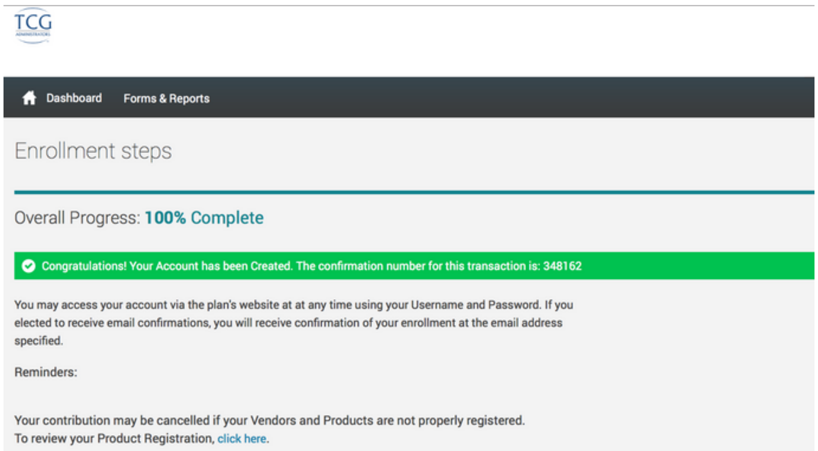


8. Review all entries. Make any changes using the Edit buttons

   Click **SUBMIT** when you are satisfied.



9. Well done! You are finished! Your six-digit Confirmation Number will be emailed to you.



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