

Dear Employee,

Effective, March 1, 2017, Salary Reduction Agreements (SRA) for the 403(b) or 457 plan will begin being **submitted online** through the TSA Consulting Group website <https://www.tsacg.com>. TSA is the third party administrator who monitors compliance. If you wish to start a deduction, increase, decrease, or suspend your deduction to your ROTH, 403(b) or 457 plan, you must utilize the online system. **The online process eliminates the need for paper SRAs and allows around-the-clock access for employees.**

**To open up an account you must go through a current representatives of the district's 403(b) and 457 [approved Investment Providers](#)** who are trained and able to assist employees with this online process. In addition, TSA Consulting Group has a toll free customer service help line to assist you **(888)-796-3786, Option 5, available Monday – Thursday, 8 am. – 6 p.m. EST and Friday 8 a.m. – 4 p.m. EST).**

There are many benefits to the new enrollment process:

- The system can be accessed 24 hours a day, 7 days a week at <https://www.tsacg.com>.
- Employees receive immediate online confirmation that their request has been submitted.
- Authorized Investment Provider Agents/Representatives can assist employees.

We are excited about this new enhancement! If you have any questions, please feel free to contact Sheri Phillips, Retirement Team, at 588-6141.

Instructions for accessing the TSA Consulting Online SRA system are attached.

## **403(b)/ROTH and 457's**

### **TSA Consulting – Salary Reduction Agreement Changes Step-by-Step Instructions**

Follow the instructions below to successfully utilize the online 403(b) Salary Reduction or 457(b) Participation Agreement process:

1. Before completing the online 403(b) or 457(b) Enrollment process on the Aggregated Records and Transactions (ART) system, you **MUST** have an account established with the 403(b) or 457(b) authorized Investment Provider of your choice.
2. Navigate to the website <https://www.tsacg.com>.
3. Disable any Internet “Pop-Up Blocker” software before proceeding.
4. The ART system can be accessed via the “Art Login” box located on the right hand side of the home page.
5. Log in with your assigned User ID and Password. (If this is your first time logging into the system, your **User ID will be your Social Security number** (XXXXXXXX), and your **Password will be your Date of Birth** (MMDDYYYY). You will then be prompted to set up a new User ID and Password that should be different from the default.)
6. Once you have successfully logged in to the ART system, select the plan and then click on the “Services” tab found in the top menu.
7. Hold the mouse over the “Services” down arrow on the right side of the screen.
8. Click on “Salary Reduction Agreement”
9. Read the “Salary Reduction Agreement” section before continuing.
10. If you have a current deduction the source and amount will be displayed.
11. Select one of the following:
  - Cancel SRA
  - New SRA
  - Edit SRA

12. If you're changing or stopping your current deduction you will make the change on the next page and then select "Submit" to change or "Confirm" and "Confirm" again to stop your deduction.
13. If you're starting a new deduction and have selected "New SRA" follow the instructions on the next page where you will indicate the dollar amount or percentage you would like deferred from your paycheck each pay period. These funds will be sent to your chosen 403(b) or 457(b) Authorized Investment Provider(s) until you submit a change or stop your contributions via the ART system.
  - NOTE: Full time and part time benefit eligible employees will be able to designate a set dollar amount or percentage to contribute to their 403(b) or 457(b) account on a per payroll basis.
  - a. After indicating your chosen contribution amount as well as the effective date for new deductions, click "Continue" to be directed to the next page.
  - b. Select a Provider and click "Continue".
  - c. You must check the box to confirm you have established account(s) with the selected Authorized Investment Provider(s) and enter the total value to be deducted. Then click "Continue".
14. Hold the mouse over the "Services" down arrow on the right again and click on "Transaction Certificate History".
15. All your Transaction Certificates will be displayed on this page. To open one of the certificates you may click the envelope icon. The Transaction Certificate that opens can be saved or printed.
14. You can now log out of the program.

If you have questions or need assistance logging into the ART System contact TSA Consulting at (888) 796-3786 Option 5.