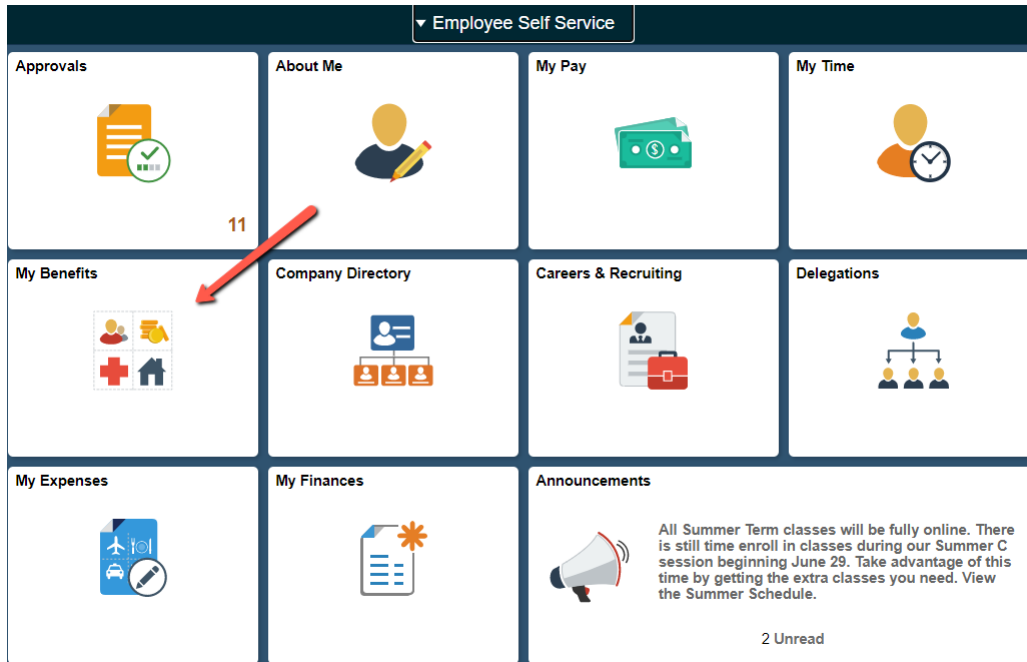


# Instructions for Making Retirement Savings Plan Election

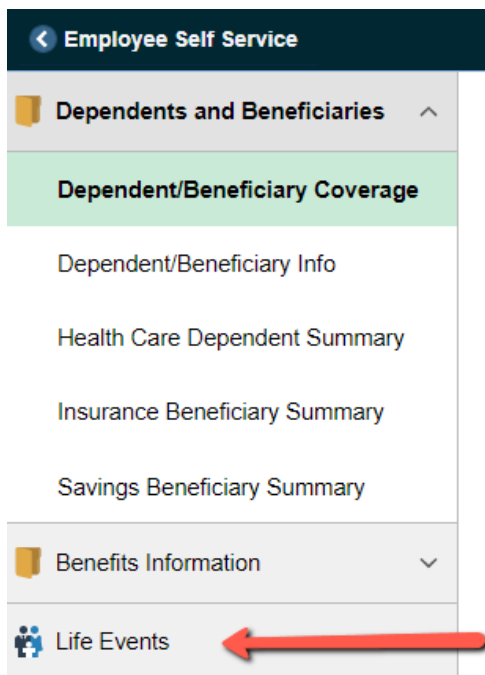
Below are the steps you will follow to log onto myFSCJ and edit your Retirement Savings Plan.

1. Go to the home page [www.my.fscj.edu](http://www.my.fscj.edu). Enter your user ID and password.

2. Once you have logged in, you should see a screen that has multiple tiles to select from. You want to click on “My Benefits” tile.



3. Click on the drop down menu labeled “Life Event”.



#### 4. Select Savings Plan, as of date, and start life event.

Note: Effective Date: I understand the change status date is effective in the current pay cycle when the change is made in myFSCJ.

##### Life Events

There are some events that involve you as the Employee or your family members.  
Review the choices and select the appropriate Event. Then enter the date of your event.

###### Employee

- I got married
- Qualifying Event for Domestic Partner
- I have a new baby
- I adopted a child
- I got divorced
- I have legally separated
- My spouse/partner/child has lost/gained coverage
- My spouse or dependent has passed away
- Savings Plan
- Health Savings Acct

\*As Of

#### 5. To add a Beneficiary select "Dependent/Beneficiary info."

##### \* Welcome

Complete

##### Benefits Summary

Visited

##### Dependent/Beneficiary Coverage

Visited

##### Dependent/Beneficiary Info

Visited

##### Benefit Enrollment

Not Started

##### Benefit Election Review


Not Started

##### Summary

Not Started


6. Select "Add Individual". Add the Beneficiary's name, address, social security number, phone number, and email. Then select save when you are done.

Dependent/Beneficiary Info

Add Individual 


Name	Relationship	Beneficiary	Dependent
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7. Scroll down to "Benefit Enrollment" then select "Start My Enrollment".


- \* Welcome**  
✔ Complete
- Benefits Summary**  
● Visited
- Dependent/Beneficiary Coverage**  
● Visited
- Dependent/Beneficiary Info**  
● Visited
- Benefit Enrollment**  
● Visited 

### Benefit Enrollment

Now we're ready to prepare your Health Sav




**Start My Enrollment** 


8. Select the "Benefit Enrollment" tab and click "Select".

- Dependent/Beneficiary Coverage**  
● Visited
- Update Dependent and Beneficiary**  
● Visited
- Benefit Enrollment**  
● Visited 
- Benefit Election Review**  
● Visited
- Summary**  
○ Not Started

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change. The Information icon provides you with additional information about your enrollment. The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.





Note: Some events and/or plans may be temporarily closed until you have completed enrollment for a prior event, and/or you meet specific requirements for life and/or savings plans.

Open Benefit Events			
Event Description		Event Date	Event Status
Health Savings Account		03/15/2021	Closed
Savings Plan		03/16/2021	Open
Open Enrollment		01/01/2022	Closed

**Select** 

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

9. Select one or more of the edit buttons to enroll.

403(b)	Before Tax	After Tax	<b>Edit</b> 
Current: AIG Tax-Deferred	\$1,000.00		
New: AIG Tax-Deferred	\$1,000.00		
Section 457	Before Tax	After Tax	<b>Edit</b> 
Current: Waive			
New: Waive			
Section 457 2nd Enrollment	Before Tax	After Tax	<b>Edit</b> 
Current: Waive			
New: Waive			
403(b) 2nd Enrollment	Before Tax	After Tax	<b>Edit</b> 
Current: Waive			
New: Waive			

10. Select a savings plan along with the contribution amount. Then select the "Update and Continue" button.

Benefits Enrollment


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403(b)

403(b) plans allow you to prepare for your financial security and build your savings for retirement.

**i** Important! Your current coverage is: AIG Tax-Deferred with a \$1,000.00 before tax contribution.

**Select an Option**

Waive  
 TIAA Tax-Deferred  
 AIG Tax-Deferred   
 TIAA Roth  
 AIG Roth  
 HR USE ONLY-403(b) TIAA AL/SL

**Contributions**

You can enter your contribution as a percent or flat dollar amount. You can not exceed the before-tax and after-tax plan maximums. If you choose to enter percents, the sum of your before-tax and after-tax percents can not exceed 100 percent.

**Before Tax**

**Flat Amount**  **Percent**  **Max** 100.000

Select the Update and Continue button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the Discard Changes button to ignore all entries made on this page and return to the Enrollment Summary.

11. Select "Update Elections".

Benefits Enrollment

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403(b)

**i** Important: Your enrollment will not be complete until you elect the Submit button at the end of your online enrollment process..

**Your Choice**

You have chosen \$1,000 before-tax and 0% after-tax.

**Notes**

Once submitted, this choice will take effect on 03/16/2021.

Select the Update Elections button to store your choices.  
Select the Discard Changes button to go back and change your choices.

12. Scroll down and select "Save and Continue".

**Benefits Summary**  
● Visited

**Dependent/Beneficiary Coverage**  
● Visited

**Update Dependent and Beneficiary**  
● Visited

**Benefit Enrollment**  
● Visited

**Benefit Election Review**  
● Visited

**Summary**  
○ Not Started

403(b)  
Current: AIG Tax-Deferred \$1,000.00  
New: AIG Tax-Deferred \$1,000.00  
Section 457  
Current: Waive  
New: Waive  
Section 457 2nd Enrollment  
Current: Waive  
New: Waive  
403(b) 2nd Enrollment  
Current: Waive  
New: Waive  
403(b) 3rd Enrollment  
Current: Waive  
New: Waive  
**Health Savings Account**  
Current: Health Savings Account: \$1,000.00  
New: Health Savings Account: \$1,000.00 52.63

Before Tax After Tax

Before Tax After Tax

Before Tax After Tax


Before Tax After Tax

Before Tax After Tax

Before Tax After Tax

This table summarizes estimated costs for your new benefit choices. These costs do not include certain choices that are based on variable earnings. This would include savings plan elections. This would include savings plan elections. The summarized estimate amounts are Per Pay Period. (The "Employer" column displays the amount the College is contributing to subsidize the cost of your benefits.)

Election Summary				
Summarized estimates for new Benefit Elections	Total Per Pay Period	Before Tax	After Tax	Employer
Costs	52.63	52.63	0.00	275.19
Your Costs	52.63	52.63	0.00	



13. Select "Submit".

Benefits Enrollment

Submit Benefit Choices



You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the **Submit** button your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

Authorize Elections

By submitting your benefit choices you are authorizing the College to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

Select the **Submit** button to send your final choices to the Benefits Department.


Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

14. Select "OK".

Benefits Enrollment

Submit Confirmation

Gordon Bass



## 15. Review your elections.

<ul style="list-style-type: none"> <li>Welcome <span style="color: green;">✔</span> Complete</li> <li>Benefits Summary <span style="color: green;">●</span> Visited</li> <li>Dependent/Beneficiary Coverage <span style="color: green;">●</span> Visited</li> <li>Update Dependent and Beneficiary <span style="color: green;">●</span> Visited</li> <li>Benefit Enrollment <span style="color: green;">✔</span> Complete</li> <li><b>Benefit Election Review</b> <span style="color: green;">●</span> Visited </li> <li>Summary <span style="color: gray;">○</span> Not Started</li> </ul>	<b>Your Benefit Choices</b>			
	Benefit Plan	Benefit Option	Coverage / Category Base	Flat Amount / Percentage
	Dental			
	Vision			
	Life	LF EE Bas	\$78000	
	Supplemental Life		\$0	
	Dependent Life		\$0	
	Life Spouse		\$0	
	Long-Term Disability	LTD	60% of Salary	
	403(b)	403(b) AIG	Before-Tax	1000
		After-Tax	\$1000	
Section 457		Before-Tax	0	
		After-Tax	0	
Section 457 2nd Enrollment		Before-Tax	0	
		After-Tax	0	
403(b) 2nd Enrollment		Before-Tax	0	

## 16. Select "Complete".

<ul style="list-style-type: none"> <li>Welcome <span style="color: green;">✔</span> Complete </li> <li>Benefits Summary <span style="color: green;">●</span> Visited</li> <li>Dependent/Beneficiary Coverage <span style="color: green;">●</span> Visited</li> <li>Update Dependent and Beneficiary <span style="color: green;">●</span> Visited</li> <li>Benefit Enrollment <span style="color: green;">✔</span> Complete</li> <li>Benefit Election Review <span style="color: green;">●</span> Visited</li> <li><b>Summary</b> <span style="color: green;">●</span> Visited</li> </ul>	<b>Summary</b> <span style="float: right;"><a href="#">Complete</a></span>				
	You have completed your FSCJ Savings Plan.				
	<b>Steps</b> <span style="float: right;">6 rows</span>				
	Step	Status	Date Completed	Required	Go to Step
	Welcome	<span style="color: green;">✔</span> Complete	03/16/2021	Yes	<a href="#">Go to Step</a>
	Benefits Summary	<span style="color: green;">●</span> Visited		No	<a href="#">Go to Step</a>
	Dependent/Beneficiary Coverage	<span style="color: green;">●</span> Visited		No	<a href="#">Go to Step</a>
	Update Dependent and Beneficiary	<span style="color: green;">●</span> Visited		No	<a href="#">Go to Step</a>
Benefit Enrollment	<span style="color: green;">✔</span> Complete	03/16/2021	No	<a href="#">Go to Step</a>	
Benefit Election Review	<span style="color: green;">●</span> Visited		No	<a href="#">Go to Step</a>	

