Plan Administrator presents: Online 403(b) & 457(b) Transaction Processing

- Eliminate Wait Time
  - Plan transactions, when submitted by regular mail or fax, could require up to 5-10 business day for processing.

- Instant Online Processing for Qualified Plan Transactions
  - CONTRACT EXCHANGES, ROLLOVERS - INCOMING AND OUTGOING
  - 403(b) AND 457(b) CASH WITHDRAWAL (DUE TO QUALIFYING EVENT ONLY, I.E., AGE 59 1/2 OR SEPARATION FROM SERVICE)
  - TRANSFER - PURCHASE OF SERVICE CREDIT

- Expedited Processing for Qualified Plan Transactions
  - Initiating the following transactions online will expedite the verification and authorization process
    - 403(b) HARDSHIP WITHDRAWALS*
    - 457(b) UNFORESEEN EMERGENCY WITHDRAWALS*
    - 403(b) AND 457(b) LOANS*

* ADDITIONAL INFORMATION MAY BE REQUIRED AND SUBJECT TO VERIFICATION

Begin the online transaction process by accessing the ART System at www.mytsalogin.com. Log on by following the instructions below:

1. Enter your unique UserID. The first time you log into the system your Social Security Number will be the USERID. You will be prompted to change the userid.
   - i. This information is encrypted and is not shared with any third party. Your personal information is private and secure.
2. Enter your unique Password. The first time you log into the system, your password will be your Date of Birth. The format for inputting the Date of Birth is MMDDYYYY. You will be prompted to change the password.
3. Click on the drop down menu next to Login Type:
   - a. If you are a Participant click the button labeled “Participant”
4. Follow the on screen instructions to complete the transaction.

NOTICE:
THE ONLY PARTY AUTHORIZED TO INITIATE AN ONLINE TRANSACTION IS THE PARTICIPANT. PRIVACY LAWS APPLY.