

NAVIGATION

1. Please use the following browsers to access the Retirement Manager website.
 - a. For Windows computers: Works with the latest version of all browsers (i.e. Google Chrome, Mozilla Firefox, Internet Explorer, and Microsoft Edge).
 - b. For Mac computers: Works with the latest version of all browsers (i.e. Safari, Google Chrome, Mozilla Firefox)
2. Go to the Retirement Manager website at: <https://www.myretirementmanager.com/MyRM/Login/>
 - a. Alternatively, you can access the Retirement Manager Webpage from LSU HRM main website at www.lsu.edu/hrm.
 - i. On the home page, click on **Employees**.
 - ii. Click on **Employee Benefits**.
 - iii. Click on **Supplemental Retirement**.
 - iv. Click the **Retirement Manager for 403(B) Participants** button on the right side of the page.
 - v. Bookmark this page for ease of access.

SET UP AN ACCOUNT WITH RETIREMENT MANAGER

1. On the LSU Retirement Manager Website, click **I'm a New User**.
 - a. NOTE: You may be prompted to verify your employer. If this is the case, use the search box to type **LSU** and select **your LSU campus** from the list. Click **CONTINUE**.

User Verification

Note: To avoid this page in the future, please use the custom website address specific to your employer. If you do not know the custom website address or are unable to locate your employer using the search option below, directly.

To select your employer, begin typing the name and then select from the list:

LSU - BATON ROUGE PAID

LSU - HCS - NEW ORLEANS

LSU - HEALTH CARE SERVICES DIVISION

LSU - HSC - SHREVEPORT

2. Fill in your personal information.
 - a. Enter **Social Security Number**.
 - i. NOTE: You will only need to enter this once to verify your identity. There is a clickable **SECURITY** link at the bottom of every page on the website that discuss concerns about security.
 - b. Enter **Last Name**.
 - c. Enter **Date of Birth**.

D. Click **Continue**.

SET UP SECURITY PROFILE WITH RETIREMENT MANAGER

1. Fill in your user information.
 - a. Create **User ID** by typing it in the box. Click the **Check Availability** button to make sure the ID is available.

Security Profile Setup
Step 1: Enter Your User Information

Create a User ID:

Enter Your Email Address:

Confirm Your Email Address:

Create a Password:

Confirm Your Password:

- b. Type your **email address**.
 - c. Type your **email address** again to confirm.
 - d. Create a **password**.
 - i. NOTE: Please note the site's password requirements below.
 - At least one upper case letter
 - At least one lower case letter
 - At least one numeric digit surrounded by non-numeric characters
 - e. Type your **password** again to confirm.
 - f. Click **Continue** (or back).
2. Security Image.
 - a. Select **Security Profile Image** from the images provided.
 - b. Type a **name** for the security image.
 - c. Click **Continue** (or back).
3. Security Questions.
 - a. Select **security question one** from the drop down menu.
 - b. Type your **personalized answer** into the answer box for security question one.
 - c. Select **security question two** from the drop down menu.

- d. Type your **personalized answer** into the answer box for security question two.

Security Profile Setup
Step 3: Answer Your Security Questions

Please select and answer two security questions below. These questions will be used to verify your identity should you forget your password.

Select Security Question One:
Please select a question to answer

Your Answer for Security Question One:

Select Security Question Two:
Please select a question to answer

Your Answer for Security Question Two:

- e. Click **Continue** (or back).
4. Terms of Use.
- a. Review all terms of use for the website.
 - b. After reviewing the terms of use, select **I AGREE to these terms**.
 - c. Click **Continue** (or cancel).

GUIDE TO RETIREMENT MANAGER

Start or Change Contributions

1. Log into your account with Retirement Manager.
2. From the home page of Retirement Manager, click **Start or Change my Contributions**.

MY SAVINGS MANAGER

I would like to...

- Start or Change my Contributions**
- View my Contribution Changes
- Request a Loan
- Request a Withdrawal

3. Select your **retirement plan** from the drop down menu.

To start or change your current contributions, select a plan:

Please select a Plan...

Please select a Plan...

Board of Supervisors of LSU and A&M College 403B Plan

4. Select the **pay date** you would like your contribution change to begin.

Please select a paycheck date...

Please select a paycheck date...

06/29/2018 (available)

07/31/2018 (available)

08/31/2018 (available)

09/28/2018 (available)

10/31/2018 (available)

11/30/2018 (available)

12/21/2018 (available)

01/31/2019 (available)

02/28/2019 (available)

03/29/2019 (available)

5. Click **Next** (or cancel).
6. Make the necessary change(s) to your contributions. Please note that there are two different sections for contribution changes. *Employee Elective* is the Traditional (Pre-Tax) contribution. *After Tax Roth* is the Roth contribution. You can contribute to one or both of these options.
 - a. Identify the type of contribution (Employee Elective = Pre-Tax or After Tax Roth = Roth) you want to make changes to.
 - b. Select the **contribution change** (Ongoing or Stop) from the drop down menu.

Please select the type of contribution change you would like to make:

Please select...

Please select...

Ongoing Contribution

Stop Contributing

Amount(s) for your desired provider(s) in either percent of salary (%) or dollar amount (\$) per pay period:

	Current %	New %	Current \$	New \$
Fidelity Investments	0%	0%	\$0.00	\$0.00
MetLife Insurance Company USA	0%	0%	\$0.00	\$0.00
Metropolitan Life of Connecticut	0%	0%	\$0.00	\$0.00
TIAA-CREF GSRA	0%	0%	\$0.00	\$0.00
VALIC	0%	0%	\$0.00	\$0.00
TOTAL	0%	0%	\$0.00	\$0.00

- c. Enter **contribution amount** by dollar amount OR by percentage in the appropriate column. During this step, your selection will also indicate your investment provider depending on which box you enter your contribution amount in.
 - i. NOTE: When entering the amount, enter the new total contribution, not the difference from previous contribution amount. For example, if the current contribution is \$50 and you wanted the new contribution amount to be \$75, you would input \$75 as the contribution amount, not \$25.
- d. Click **Next** (or cancel).

7. Contribution Changes.

- a. Review the listed changes your contributions.
- b. For an emailed receipt of the contributions made, type **your email address** in the appropriate boxes (Optional).
- c. Click **Submit** (or cancel).

8. Review the terms of agreement

- a. Click **AGREE** to authorize the contribution.
- b. Click **CANCEL** to cancel the transaction.
- c. Click **PRINT** to obtain a physical copy of your contribution changes.



If you are starting a new account, the next steps will be to set up an account with the new Investment Provider. Simply click the button for Investment Provider Contacts. That will take you to a new page where you can contact a financial advisor for assistance with establishing an account.