



457(b) Plan Enrollment Instructions

1. Go to www.region10rams.org to set up your salary deferral (*contribution amount*) and allocation
 - a. Click on **LOGIN** at the upper right corner.
 - b. From the navigation bar, select the first letter of your district, then select your district.
 - c. Select the **457(b)** tab.
 - d. Select **REGISTER**.
 - e. As a New User, enter your **Plan Password**. If you do not know your Plan Password, scroll lower in the gray box and click on your state's 457(b) Plan.
 - f. Enter **Social Security number** without dashes.
 - g. Select **NEXT**.

2. Upon entering the site, you will move through five steps:
 - a. Create a **Username** and **Password**; then enter all personal Information; click **NEXT**.
 - b. Beneficiaries
 - Click **ADD ADDITIONAL BENEFICIARIES**
 - Enter in the Beneficiary information and click **NEXT**
 - c. Contributions
 - Select your Action from the drop down box for either the **Pretax** or **Roth** (after-tax) contribution type
 - Enter the contribution rate and click **NEXT**
 - Please note that the contribution amount is the amount you want deducted from your paycheck **EVERY** pay period*
 - d. Investment Elections
 - Select the **Source of Money** in which to apply the allocation
 - i. Apply the **percentage** of your contribution to the investment of your choice
 - ii. The elections must total 100%
 - e. Confirmation
 - Please confirm that all information is correct, including your Investment Election, and click **FINISH**.

Congratulations, your 457(b) account has been created. Your six-digit confirmation number will be emailed to you. Additionally, the contribution amount to be deducted from your pay check will be communicated with the district. Please call TCG Administrators (formerly JEM Resource Partners) with any questions or concerns.

TCG Administrators
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