Process to Start, Stop, or Change 403(b)/457 Contributions Online

As Third-Party Administrator for the 403(b)/457 plan, US OMNI & TSACG offers the ability to submit Salary Reduction Agreement (SRA) requests online. As an IRS requirement, the SRA process must be completed to initiate any change to a 403(b)/457 contribution. US OMNI & TSACG online services are available 24 hours a day, 7 days a week.

To submit a 403(b)/457 contribution election using the online SRA process, please follow the steps listed below:

1. Visit our website at www.omni403b.com

2. To navigate to the district landing page, hover your mouse over "Employees" and select "Your Plan Page" from the dropdown.

3 Select CA as the employer state. Under the Employer Name section, begin to type the district name until options populate in the drop-down list. Using the mouse, highlight and select the district name. ***Warning****: hitting the enter button before highlighting and selecting the district name will take you back to the beginning.*

3. Once the District name is selected, click on the blue "GO" button

4. To make changes to a 403(b), continue forward. To make changes to a 457, click on the "457 tab" before continuing.

5. On the right side of the page, find and click the "Start Change Contributions" button in the blue box. Select the bubble "403(b) Online SRA Submission" and click the blue box that states "Let's Begin"

6. After the required fields are completed, transmit the data to OMNI by clicking on the "continue" button. You will be presented with a new page to re-validate your SSN and click the blue "submit" button. If successfully transmitted, the website will present you with a tracking number. Please keep this tracking number for future reference.

7. Be sure to monitor the email inbox or telephone number you've provided on the online SRA form. If OMNI has questions about the submission, we will reach out via the information provided on the SRA. Once the online SRA is processed and approved, your elections are reported to the payroll department to complete the adjustment.

If you have questions or require further assistance, please contact our Customer Service Center at (877) 544-6664. Representatives are available Monday through Friday from 4:30am to 5:00pm (Pacific Time)