# ONLINE ENROLLMENT & WEB ACCESS GUIDE

PENSERV™
PLAN SERVICES

403(b)

## Cambridge Public School District
## 403(b) Plan

# Plan Participation Benefits & Options

## Plan Features

The 403(b) program is designed to offer a broad range of quality mutual funds and annuities that provide an opportunity to build a diversified retirement plan portfolio. Program options may include:

- Online web enrollment, view account balances, monitor transaction history, and download administrative forms.
- Update personal information, perform transactions or request an exchange of dollars between mutual funds.
- Generate transaction approval certifications for loans, transfers, and distributions.

## Plan Participation

Once you enroll in the program, contributions are withheld from your wages and forwarded to the investment provider that holds the investments for your Plan. The following contributions may be applied to your account:

**Pre-Tax Salary Deferrals:** These contributions are withheld from your pay before federal income taxes are applied. The maximum amount you can contribute is computed on a calendar year basis and is established by the IRS from year-to-year. Information is posted to the Plan website when limits for the upcoming year are announced. For 2021, the limit on traditional deferrals is $19,500.

In addition to the standard deferral limits, employees who will have reached 50 years of age before the end of any calendar year are eligible to make an additional "catch-up" contribution. This amount may also vary from year to year and the limit will be announced along with the maximum deferral limitations described above.

**Rollovers:** You may also rollover an eligible rollover distribution into the Cambridge Public School District 403(b) Plan. Before you can complete an incoming rollover to this Plan, however, you must first receive an approval for the monies to be applied to your account. A PenServ representative will be able to assist you in this process.

## Distributable Event

Participants who are eligible for a distribution from the Plan should complete an application and submit the form to the Plan Administrator for approval. Distributions that meet IRS requirements for payment are generally processed within 2 business days from receipt of an approved application in good order.

## Participant Loans

If an employee meets certain requirements, the program offers the option to receive a loan from the Plan. Issuance of a new loan is contingent on receipt of information from current and prior investment providers. Loan requests that meet IRS requirements are generally approved within 3 business days from receipt of information required from investment providers. Please allow sufficient time for vendors to respond with required information. Loans must be repaid or the outstanding balance may become taxable upon default and future loans may be prohibited until repayment.

Note: Check with your investment provider to determine if loans are permitted from your vendor account.

## Online Plan Access

Once you have enrolled in the Plan, you may view your account balances, modify your choice of investment providers, monitor contributions, and initiate investment transactions.

Web Access: **http://www.penserv.com/login**

## Plan Enrollment

Employees can enroll in the Plan using the attached Plan Access Code. Salary deferral information will be provided to your employer for entry into the payroll system subject to employer guidelines. All employees of the Employer except those listed below are eligible to participate in the plan.

- Employees who are students and regularly attend classes at the Employer institution during the calendar year.

Enrollment in the Plan is a two-step process. In addition to making a salary deferral election and selecting a company to receive your contributions, you will need to complete the necessary documentation required by the selected investment provider. You should immediately contact a vendor representative for assistance in establishing your investment account if such an account does not currently exist. Failure to establish a contract or custodial agreement with your selected vendor may prevent timely investment of your funds.

For further information on the enrollment process, you may contact the PenServ office listed below.

## Contact for Further Information

PenServ Plan Services, Inc.
Website: **http://www.penserv.com**
Phone: (800) 849-4001
Fax: (803) 791-5925

Mailing Address: P.O. Box 3109 | West Columbia, SC | 29171
Email: **403bservice@penserv.com**

# Vendor Options

The 403(b) Plan is offered to Cambridge Public School District employees as an opportunity to supplement their retirement program with salary deferrals contributed to a choice of annuity contracts or mutual fund products.

Enrolling in the 403(b) Plan is a two-step process for participants:

Step 1: You should review the list of available investment providers and select an active vendor from the list below. If you do not currently have an account with the vendor you selected, contact a representative who will assist you with the necessary documentation required to establish an account with the investment company.

Step 2: Enroll in the Plan. Elect a salary deferral amount and designate your selected vendor using the enrollment steps provided in this document. Failure to establish a contract or custodial account with your selected vendor may prevent timely investment of your contributions.

The following investment providers have been approved to accept contributions for the plan. Contributions cannot be accepted by any other company.

| Active Vendor Name | Investment Company Contact |
|---|---|
| AIG Retirement Services<br>Vendor Plan Number: 2662001000 | Phone (800) 448-2542<br>http://www.aigrs.com<br>Robert Trudo<br>Phone (781) 540-4988<br>Robert.trudo@valic.com |
| Ameriprise Financial Services<br>Vendor Plan Number: 10812 | Ameriprise Financial Services – Existing Customers<br>Phone (800) 862-7919<br><br>Ameriprise Financial Services – New Customers<br>Phone (877) 267-7418<br><br>Kelly Woerdeman<br>Phone (774) 253-2338<br>Kelly.Woerdeman@ampf.com |
| Equitable<br>Vendor Plan Number: 719361-0001 | Phone (855) 830-7140<br>www.equitable.com<br><br>Brandon Eigenberg<br>Phone (781) 237-8227<br>brandon.eigenberg@equitable.com |
| Fidelity Investments<br>Vendor Plan Number: 50057 | Phone (800) 343-0860<br>http://www.fidelity.com |
| Horace Mann Insurance Co.<br>Vendor Plan Number: I0061068301 | Phone (800) 999-1030<br>https://www.horacemann.com/<br><br>Bono & Devine Insurance & Financial Services<br>Phone (781) 444-6280 |
| Invesco<br>Vendor Plan Number: 207405 | Phone (800) 959-4246<br>www.invesco.com |

## Vendor Options (continued)

| Active Vendor Name | Investment Company Contact |
|---|---|
| Lincoln Investment Planning Inc<br>Vendor Plan Number: 143238-1 | Phone 800-242-1421<br>https://www.lincolninvestment.com/<br><br>Stanton Green<br>Phone (781) 647-3050 ext. 5426<br>sgreen@lincolninvestment.com |
| MG Trust - PenServ Plan Services -American Funds | American Funds General Enrollment<br>Phone (800) 849-4001 |
| Vanguard Investments<br>Vendor Plan Number: VG01831 | Phone (800) 569-4903<br>www.vanguard403bservices.com/application |
| Voya Retirement Insurance and Annuity Company<br>Vendor Plan Number: VFR973, VT3286 | Phone (800) 654-8065<br>https://www.voya.com/<br><br>David Nathanson<br>Phone (781) 237-3776<br>david.nathanson@voyafa.com |

*** American Funds Special Instructions:**

Procedures for investing with this vendor will be provided after you enroll in the plan. Instructions directing you to the American Funds login page will be mailed or emailed using the contact information provided during the enrollment process.

**For additional information or for assistance with this process, please contact PenServ Plan Services, Inc. at:**
**Phone: 800-849-4001 | Email: 403bservice@penserv.com**
**Mailing Address: P.O. Box 3109, West Columbia, SC 29171**

# Enrollment & Using the Plan Website

Welcome to the Cambridge Public School District 403(b) Plan. Enrollment in the plan is easy. You simply need to follow the instructions prompted on the Plan's web page. The website is supported by programs designed to protect your personal information. The system recognizes upper and lower case characters; therefore, if you enter capital letters in your User Name or Password the same upper or lowercase will be required each time you enter the information.

Plan Website Address: **http://www.penserv.com/login** and select: First Time Visitor?
Enrollment Process
Enter: Your Social Security Number
Enter the Plan Access Code: **camb9971**

## Step 1 Enter your personal information.

Items marked with an asterisk (*) must be completed before you can proceed to the next step.

**Username Information:** This information is used to access your account, direct transactions and invest your contributions. The system is designed to protect your personal information; the codes you enter here should not be shared with another individual. For security purposes, you may not use sequential numbers or letters (i.e. 123 or abc), your name, Social Security Number, or symbols (i.e. @, !, &).

**Verification Question:** This code is used as an identifier in case you forget your account password or need assistance from a participant services representative.

**Email Address:** Required for communication purposes and notification of changes applied to your account.

## Step 2 Deferral Elections.

This window allows you to select the amount to contribute each pay period. Annual limitation information is also provided. Select "Change" from the Action drop down list to indicate you are entering a deferral amount. Enter the Pre-Tax Contribution amount to be applied to each paycheck.

## Step 3 Select investments for your new contributions.

The investment election percentages you enter will be applied to the Money Source you selected. Please note that once you have completed the enrollment process, you can always change your investment election percentages.

## Step 4 Review and confirm your entries.

Please review the information you provided for the Plan. Be certain you check the entries carefully; the data will be used to establish permanent plan records and access to your account.

### Congratulations! Your enrollment is complete.

You may access your account through the Plan's website (displayed above) at any time using your Username and Password. If you elected to receive email confirmations, you will receive confirmation of your enrollment at the email address entered during the Enrollment Process.

### Important Security Information

The Password you have entered for your account is secured by the system and should be protected and not shared. Anyone requesting access to this information will be denied unless the information you have entered can be provided.

# Enrollment Information Worksheet

The following information will be required to logon to the website: **http://www.penserv.com/login**

### User Name

This is a 6 - 12 character alpha-numeric field that you use when you logon to the website. It is established during enrollment on the website. This information should remain confidential as it permits access to your account and personal information.

### Password

A 6 - 8 character field that works in conjunction with your User Name to protect the security of your account.

### Verification Question

This is a question you will be asked to answer if you forget or misplace your Password. With a correct response, the PenServ system will be able to provide information that will permit you to reset your password.

### Personal Information

This includes your name, address, and home phone, as well as your date of birth, date of employment and marital status. This information will help to determine eligibility for certain plan transactions and will be compared to the date provided by your employer.

### Email Address

If you provide an email address at the time of enrollment, we will be able to confirm the entry of your data to the website. When you enter a request, an email notification will automatically be sent to the address provided. Only the participant can change the email address in the system.

### Salary Deferral Contributions

The amount you are electing to have deferred from your salary each pay period. The information you enter will be transmitted to your employer for entry into the payroll. To change your elections, simply logon to the website and enter the new information.

### Vendor Selections

You should review the list of available investment providers and select an active vendor from the list on the Vendor Options page. If you do not currently have an account with the vendor you selected, contact a representative who will assist you with the necessary documentation required to establish an account with the investment company.

### Review & Confirm Your Entries

The system permits you to make changes to your elections before submitting the data to the system. Please review the information carefully, and submit to your Plan.

### Logging Into Your Account After Enrollment

Once you have saved you User Name and Password to the system, the program captures your entries and you must login using the participant selection on the Login Screen. You will no longer be able to enter as a "First - Time User."

### Assistance

**For further assistance, please contact a PenServ Participant Services Representative at: (800) 849-4001 (8:00 am - 5:00 pm ET)**

**Email: 403bservice@penserv.com**