

Getting Started: 403(b) and 457(b) Plan Overview and Enrollment

Presented by PenServ Plan Services

Who is PenServ?

- ▶ Third Party 403(b) and 457(b) Plan Administrator (TPA)
 - ▶ Participant support and education
 - ▶ Customer service via phone, email, and PenServ website
 - ▶ Transaction Processing
 - ▶ Compliance Limit Monitoring
 - ▶ Documentation and Corrections
- ▶ We are an industry leader with over 35 years of Plan Administrative Experience
 - ▶ Maintains a Local PNW office in Tigard, OR

What is a 403(b) and 457(b) Plan?

- ▶ Supplement the Statewide Retirement Plans
- ▶ **Enroll Anytime- No Open Enrollment Requirement**
- ▶ Generous Contribution Limits
 - ▶ \$24,500 Basic Elective Deferral Limit in 2026
 - ▶ You can contribute to both plans and contribute you max to each
 - ▶ Pre-tax or After-tax (Roth) available

**Why Participate in
the 403(b) and/or
457(b) Plan?**

Elevate your retirement picture!

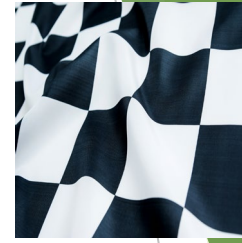
- ▶ Counterbalance the relatively modest State Retirement Plan Benefits compared to earlier hires/generations
- ▶ More savings=more flexibility
- ▶ Use Assets to purchase waiting or service time from the State Retirement
- ▶ Pre-tax and Roth options allow you to customize your income tax picture
 - ▶ Now during Deferral
 - ▶ Later during Distribution

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Start Your Enrollment!!



Step One: Open an account with an Investment Provider from your Enrollment Guide

- ▶ Advisor Lead or Do it Yourself?
 - ▶ If you are working with an advisor already?
 - ▶ Are you comfortable doing your own research and planning?
- ▶ Mutual Funds vs. Annuities
 - ▶ Risks
 - ▶ Cost analysis (now and later)
 - ▶ Control of investment specifics
- ▶ Pre-tax and/or Roth
 - ▶ Note some vendor may require a separate account to receive Roth deferrals

Step 2:
Visit
PenServ.com
to Begin Contributions
to your newly
established account



Visit PenServ.com to Begin Contributions

First-Time Access

First-time registration access to the Participant Plan Portal will need the following information.

Plan Website URL:

www.penserv.com/login

Choose Login Setting:

New Participant

Your Plan Access Code:

ptps4692

Verify Your Identity:

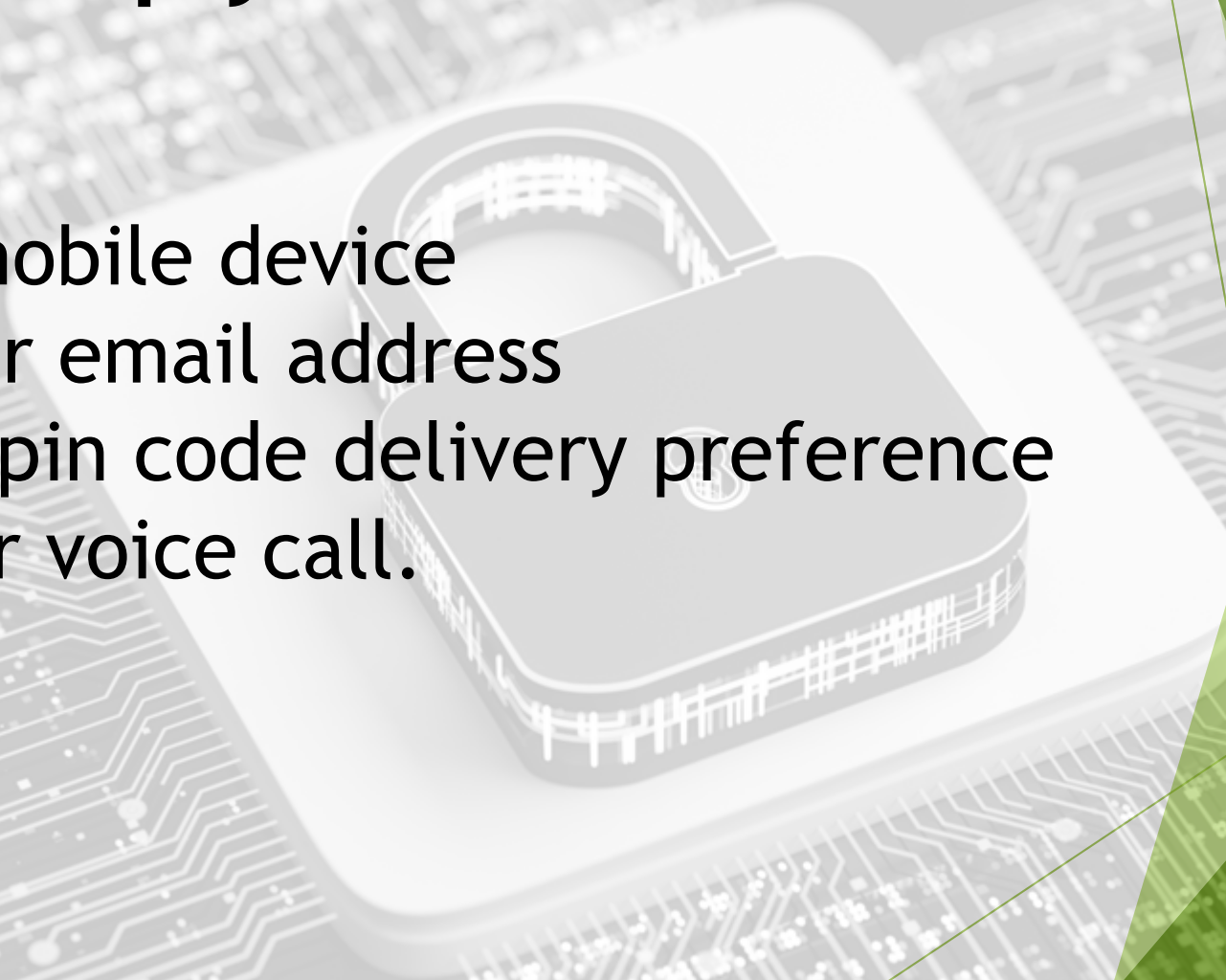
Enter your SSN

Multi Factor Authentication is used to keep your account safe

Requires

- A mobile device
- Your email address

Set your pin code delivery preference to text or voice call.



Make your Investment Selections

- Investment Provider (Vendor)
- Deferral amounts (Pre-tax or Roth (after-tax))
- Review and confirm entries

Note: Deferrals will take effect within the next two payroll cycles (dependent on submission date and payroll cutoffs).

To modify or cancel deferrals log into PenServ.com and submit your new Investment Selections

Once logged in select
“**Manage My Investments**”

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Portland Public Schools 403(b) Plan

Close Participant Dashboard **Manage My Investments** Loans and Withdrawals Reports/Forms Personal Profile

Dashboard

Print

Account Balance

\$0.00

\$0
Vested Balance

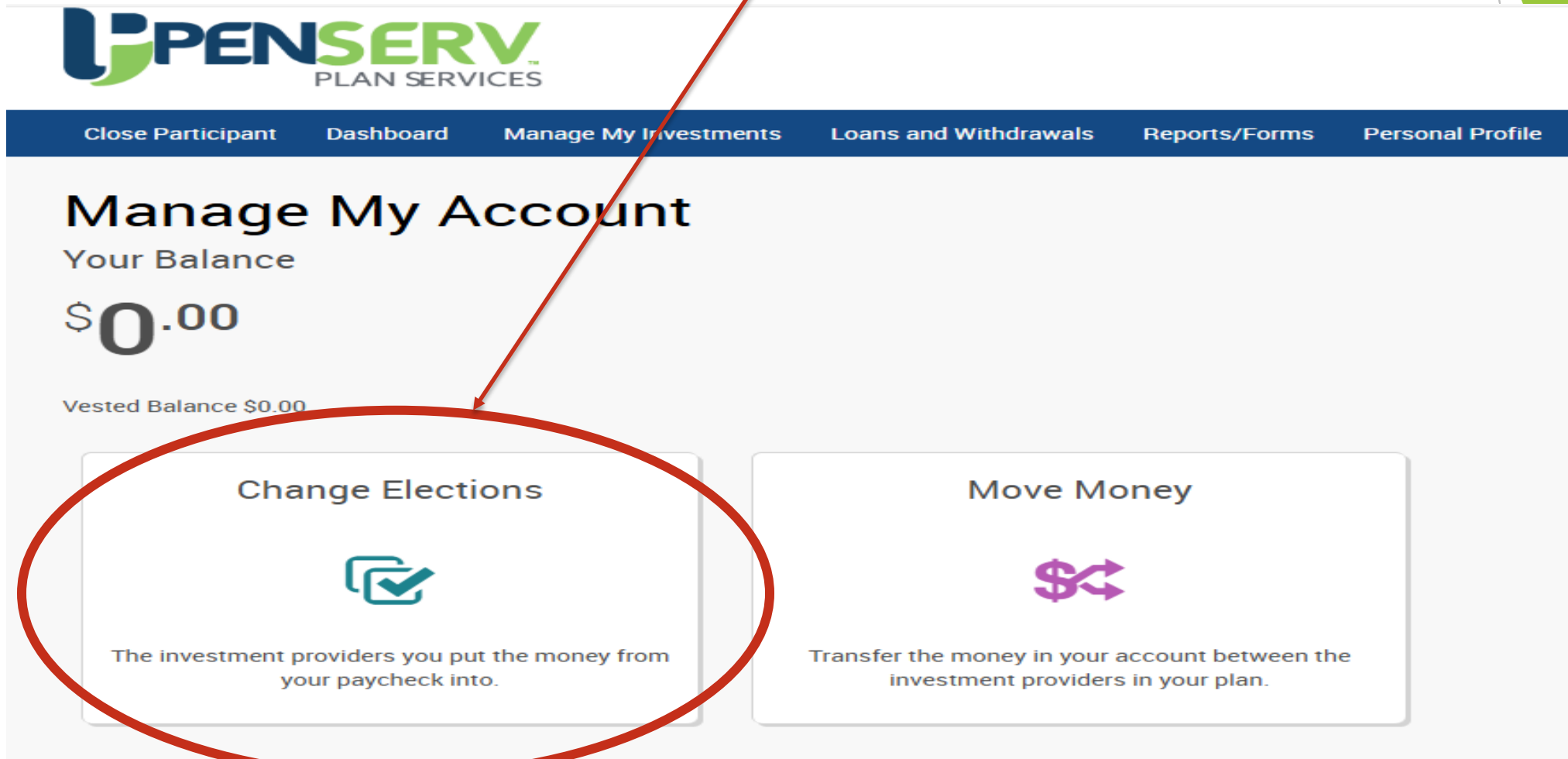
MANAGE MY ACCOUNT

Important Messages
You have 0 message(s) from your plan.

Quick Links

- Change Investment Elections
- View Transaction History
- View Reports

To Start, Stop, or Modify your
deferrals to the 403(b) or 457(b) Plan
Click “**Change Elections**”



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PLAN SERVICES

Close Participant Dashboard Manage My Investments Loans and Withdrawals Reports/Forms Personal Profile

Manage My Account

Your Balance
\$0.00

Vested Balance \$0.00

Change Elections



The investment providers you put the money from your paycheck into.

Move Money



Transfer the money in your account between the investment providers in your plan.

Note that there will be a list of vendors for each deferral type:
403(b) Pretax, 403(b) Roth, 457(b) Pretax and 457(b) Roth.
Click the **“include”** button on the top of the correct type

403(b) Deferrals

Contribution method
Dollar

☐ Include

Investment Provider	Current IP Election	New IP Election
American Funds-Capital Bank & Trust - NP	\$0.00	\$ 0
Ameriprise Financial	\$0.00	\$ 0
Equitable	\$0.00	\$ 0
Fidelity Investments - NS	\$2,100.00	\$ 0
Penselect-Matrix Trust Co	\$0.00	\$ 0
Voya Retirement Insurance and Annuity	\$0.00	\$ 0
Lincoln Financial Group	\$0.00	\$ 0
Invesco Investment Services, Inc.	\$0.00	\$ 0
PlanMember Services	\$0.00	\$ 0
Reliastar Life Insurance Company	\$0.00	\$ 0
Security Benefit	\$0.00	\$ 0
Corebridge Financial fka AIG Retirement	\$0.00	\$ 0
Vanguard	\$0.00	\$ 0
Fiduciary Trust Company of New Hampshire	\$0.00	\$ 0
Empower Annuity Insurance Co of America	\$0.00	\$ 0

Type in the **dollar amount** next to the vendor you have selected/opened an account with from Step One

403(b) Deferrals Include

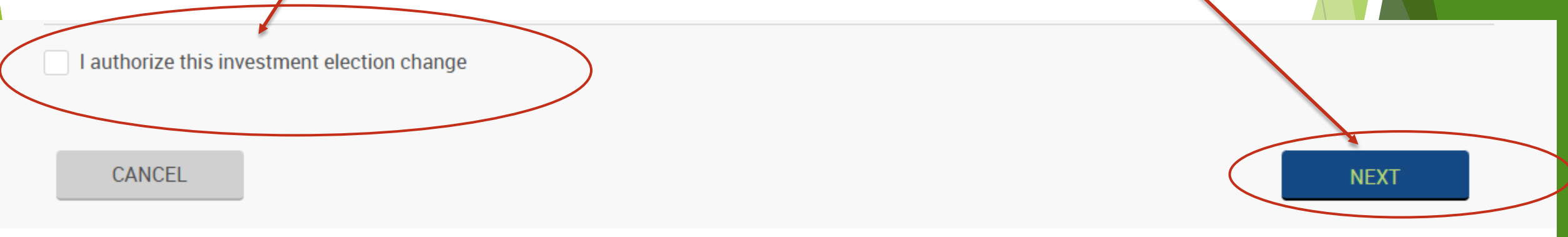
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Empower Annuity Insurance Co of America	\$0.00	\$ 0
VantagePlus	\$0.00	\$ 0

Note: if you have an existing deferral elected through the system, you will see that in the **Current IP Elections**

To complete your deferral elections:

- scroll past all election types
- look over the elections you made carefully
- Click at the bottom left to “**authorize**” your elections
- Click the “**next**” button at the bottom right to submit



The screenshot shows a light gray interface with a white footer bar. On the left, there is a checkbox labeled "I authorize this investment election change". To its left is a gray "CANCEL" button. On the right is a blue "NEXT" button. Two red arrows originate from the text above: one points to the checkbox, and the other points to the "NEXT" button. Both the checkbox and the "NEXT" button are circled in red.

☐ I authorize this investment election change

CANCEL

NEXT



Congratulations!

**You are
on your way
to a great
retirement!!**

Critical Housekeeping

- Check your paystub and deposits are accurate
- Problems reported promptly
- Know your IRS limits:
 - **2026 Elective Deferral Limit: \$24,500**
 - Age Based-Catch-ups:
 - Ages 50-59 and 64 and up: +\$8,000 (\$32,500 Limit)
 - Super Catch-up ages 60-63: +\$11,250 (\$35,750 Limit)

Keep your info Up-to-Date

- ❑ Your mailing address, phone number and email
- ❑ Your beneficiaries
- ❑ Security information such as
 - ❑ Keep apps updated
 - ❑ Update Password(s) and use Multi-factor Authentication
 - ❑ Handling physical information with care



Review your personal investment plan

- ❑ Set calendar reminder to periodically review and check progress toward goals
- ❑ Consult with your trusted tax and/or financial advisors
- ❑ **Ask questions!!**

Questions?
Contact PenServ's
TeamPNW

Email: TeamPNW@penserv.com

Phone: (503) 444-3054



Disclaimer: This presentation was provided for educational purposes only and should not be construed as tax or investment advice.