

Quick Reference Guide to create a new user account in <https://www.MyRetirementManager.com>

- 1) If you do not have a Retirement Manager (RM) account, select I'm a New User



- 2) Select employer (Foothill De Anza Community College), continue
- 3) Enter Last Name, DOB (*mmddyyyy* format), Employee ID, and Last 4 digits of SSN, continue
- 4) Complete Security Profile Setup – Create a User ID, enter email and confirm, create and confirm password, select a security image, answer security questions
- 5) Home page of Retirement Manager



SAVINGS MANAGER

Start or Change Employee
Contributions
Select Plan & Paycheck Date
Enter Your Changes
Review Your Changes
Confirmation
View Employee Contribution
Changes
Request an Employee Loan
Certificate
Request an Employee Withdrawal
Certificate



PLAN INFORMATION

EMPLOYEE ADMINISTRATION

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

Please select a Plan..

Please select a Plan..

Foothill De Anza Community College - 403b Plan

Foothill De Anza Community College - 457b Plan

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EMPLOYEE ADMINISTRATION

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

Foothill De Anza Community College - 403b Plan ▼

[View Current Contributions](#)

Select the pay date you would like your contribution change to begin:

Please select a paycheck date... ▼
Please select a paycheck date...
10/31/2018 (available)
11/30/2018 (available)
12/21/2018 (available)
01/31/2019 (available)
02/28/2019 (available)
03/29/2019 (available)
04/30/2019 (available)
05/31/2019 (available)
06/28/2019 (available)
07/31/2019 (available)
08/30/2019 (available)
09/30/2019 (available)
10/31/2019 (available)
11/29/2019 (available)
12/20/2019 (available)



[Home](#) [My Profile](#) [Logout](#)

Search SSN/Employee ID 

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

Foothill De Anza Community College - 403b Plan ▼

[View Current Contributions](#)

Select the pay date you would like your contribution change to begin:

10/31/2018 (available) ▼

Selected pay date is available

Click "NEXT" to proceed to start or change your contribution(s).

[CANCEL](#)

[NEXT](#)

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PLAN INFORMATION

EMPLOYEE ADMINISTRATION

Foothill De Anza Community College - 403b Plan: **Contribution Change**

Your contribution limit for plan year ending 12/31/2018 is \$18,500.00.

Employee

Retirement Manager does not have information on record for this contribution.

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

Ongoing Contribution ▼

Please select...

Ongoing Contribution

Stop Contributing

Enter amounts for your desired provider(s) in dollar amount (\$) per pay period:

Investment Provider	Current \$	New \$
CALSTRS	\$0.00	<input type="text" value="\$0.00"/>
Fidelity Investments	\$0.00	<input type="text" value="\$0.00"/>
Foresters Financial	\$0.00	<input type="text" value="\$0.00"/>
Metropolitan Life Insurance Company	\$0.00	<input type="text" value="\$0.00"/>
Midland National Life Insurance	\$0.00	<input type="text" value="\$0.00"/>
VALIC	\$0.00	<input type="text" value="\$0.00"/>
VOYA Financial	\$0.00	<input type="text" value="\$0.00"/>
American Funds - ASPIre Financial	\$0.00	Not Available
Americo	\$0.00	Not Available
Ameriprise Financial Services, Inc	\$0.00	Not Available

Key in the amount for every account that you wish for contribution to continue or be adjusted. Click next/submit and follow the prompt to complete the change request.

Please note that per IRS requirements, contribution change request for **457 type of accounts**, will need to be submitted one month prior to the pay date of the month that it becomes effective. For instance, change is effective on the pay date of January (January 31st), will need to be submitted on December 31st or earlier.