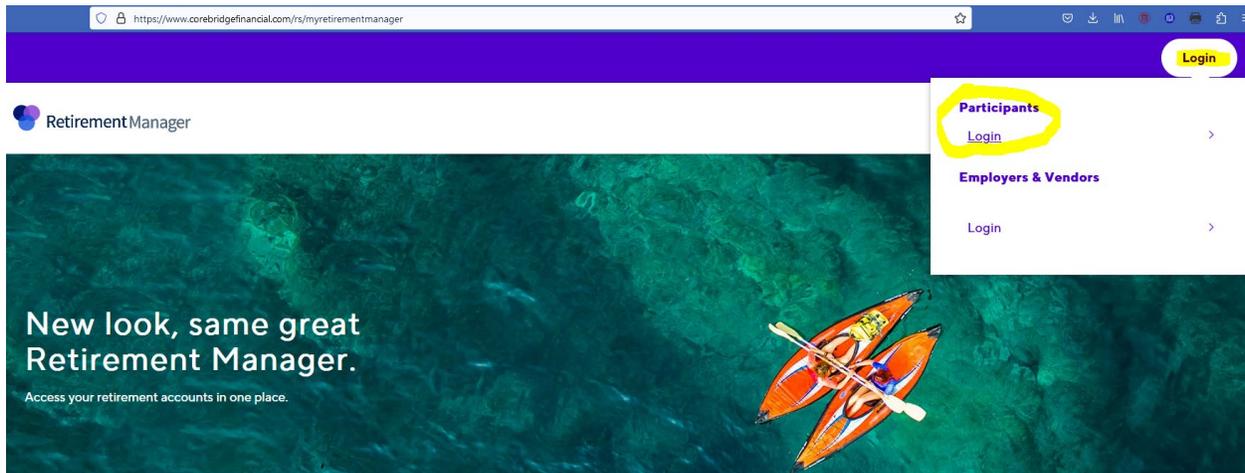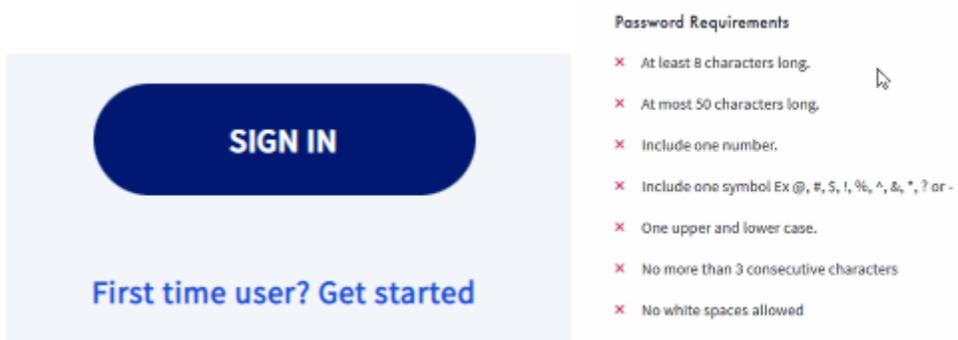# Retirement Manager Users Picture Guide

Step 1 Access Retirement Manager via link below (please refrain from using the Safari browser**):**

https://www.corebridgefinancial.com/rs/myretirementmanager

New user: select **First time user to get started** to create your account credentials

1) Select employer (Foothill De Anza Community College),
2) Enter Last Name, DOB (*mmddyyyy* format), Employee ID, and Last 4 digits of SSN,
3) Complete Security Profile Setup – Create a User ID, enter email and confirm, create password per criteria requested and confirm password, and follow authentication prompts as requested.

Existing user: enter your credentials to sign in or select forget username or password as needed

Sign in

Username   <mark>Forgot username</mark>

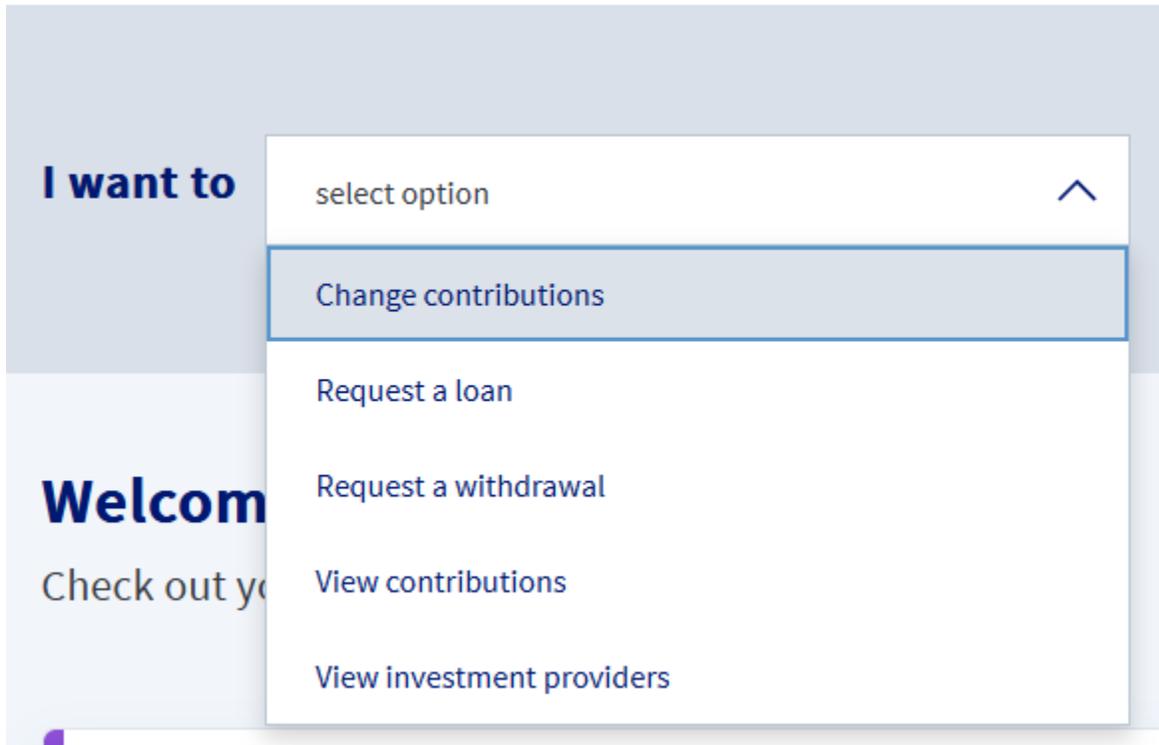Password   <mark>Forgot password</mark>

SHOW

☐ Remember Me

SIGN IN

<mark>First time user? Get started</mark>

Step 2 Select your action needed at Retirement Manager

Profile ∨ | Sign out

Overview   Manage ∨   Learn ∨

I want to   select option ∨

New change: select the **Change contributions** option

Alter a prior change: select the **View contributions** option

Step 3: Select the plan that you need to act on and select an available pay date for the change.

Retirement Manager

FOOTHILL-DE ANZA
Community College District

Overview

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

[Select plan 403(b) or 457(b)]

Foothill De Anza Community College - 457b Plan

View Current Contributions

Select the pay date you would like your

[Select pay date]

02/28/2023 (available)   **Selected pay date is available**

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

CANCEL   NEXT

Retirement Manager

FOOTHILL-DE ANZA
Community College District

Overview

Welcome

Foothill De Anza Community College - 457b Plan: **Contribution Change**

Your contribution limit for plan year ending 12/31/2023 is $0.00.

Employee

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

Pleas [Select Ongoing or Stop Contribution]

Please select...

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

[Enter your change (s) to the specific vendor below]

Investment Provider	Current $	Ne...
AIG Retirement Services	$0.00	$0.00
CalSTRS/Voya	$0.00	$0.00
Employee Benefits Services Group	$0.00	$0.00
TOTAL	$0.00	$0.00

After-Tax Roth

Out of your salary, you are set up to contribute: | AIG Retirement Services | $6,000.00 |

Pleas [Select Ongoing or Stop Contribution]

Ong

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

[Enter your change(s) to the specific vendor below]

Investment Provider	Current $	N...
AIG Retirement Services	$6,000.00	
CalSTRS/Voya	$0.00	$0.00
Employee Benefits Services Group	$0.00	$0.00
TOTAL	$6,000.00	$0.00

Select Overview next to the Retirement Manager icon to go back to main page.

Retirement Manager

Retirement Manager

Overview   Manage ⌄   Learn ⌄
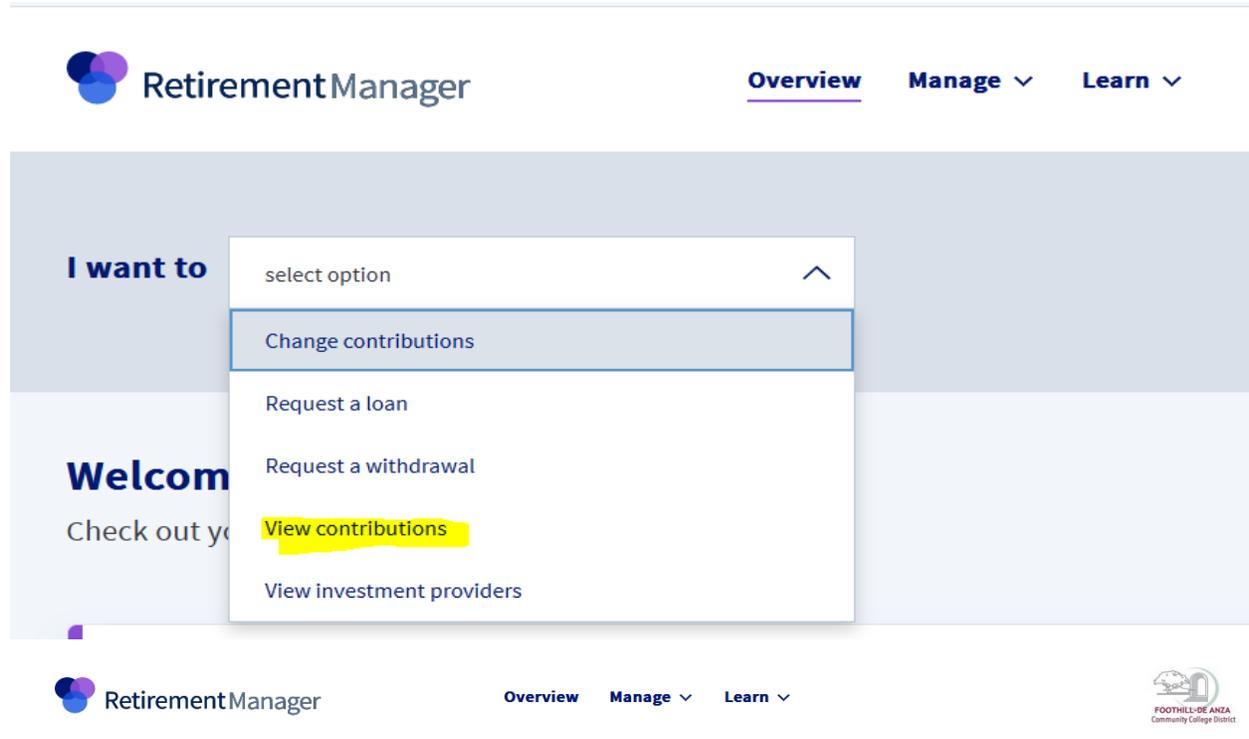
FOOTHILL-DE ANZA
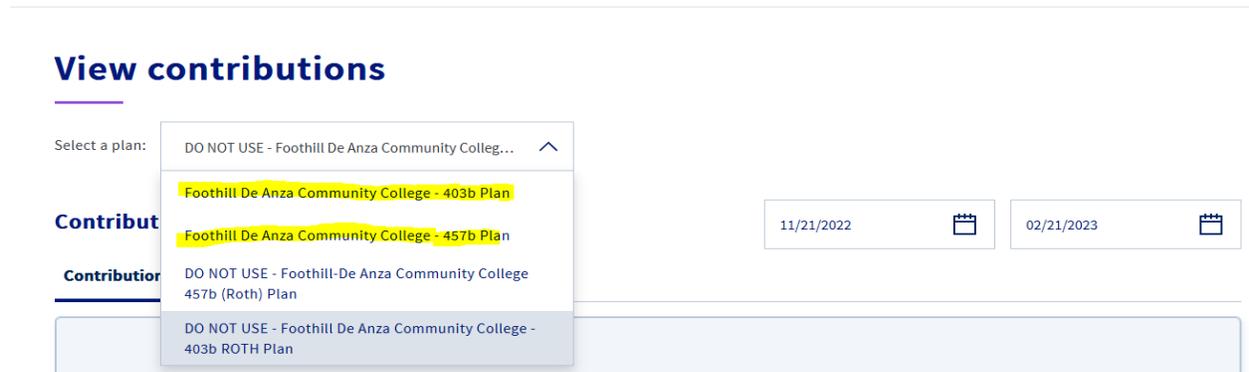Community College District

How to view or change **future pending changes or** view prior contributions:

Select **View contributions** to see pending changes in 403(b) and 457(b), select **view more** to see full pending contribution change details.

If changes are needed on the pending actions, please **delete**, and restart your change.