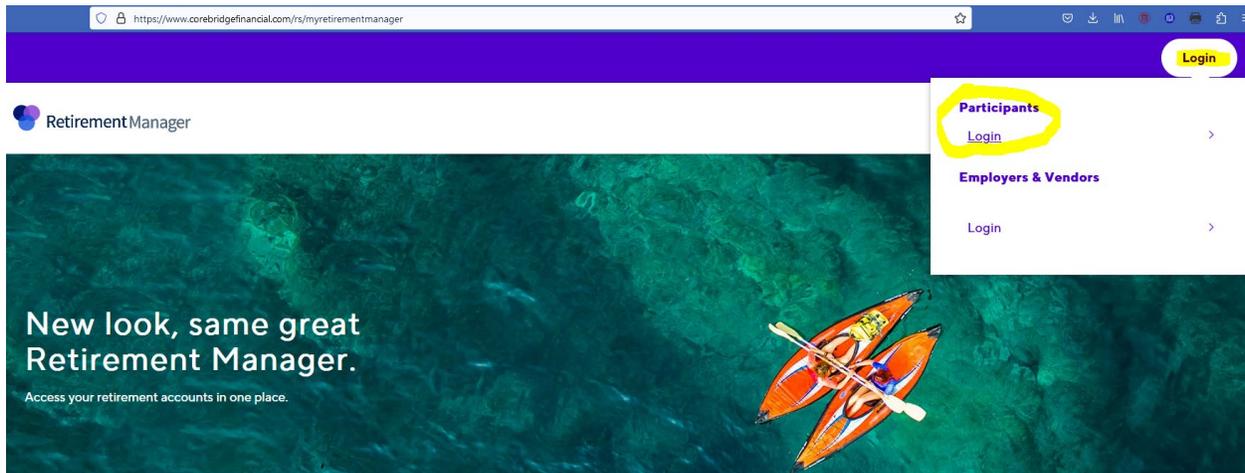


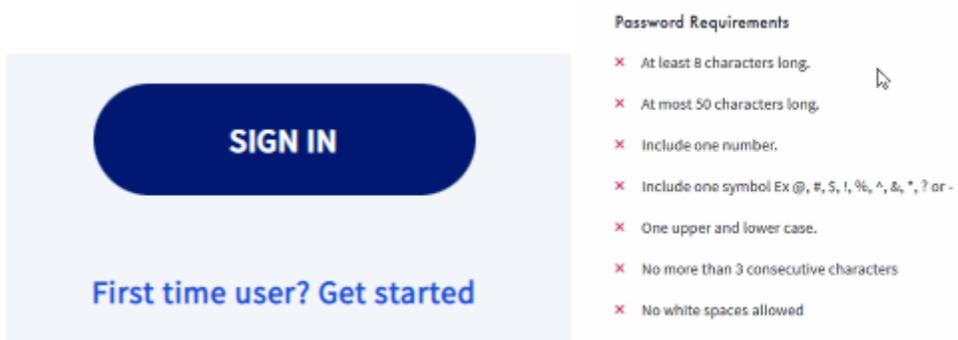
# Retirement Manager Users Picture Guide

**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 (*mmdyyy* 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 [Forgot username](#)

Password [Forgot password](#)

[SHOW](#)

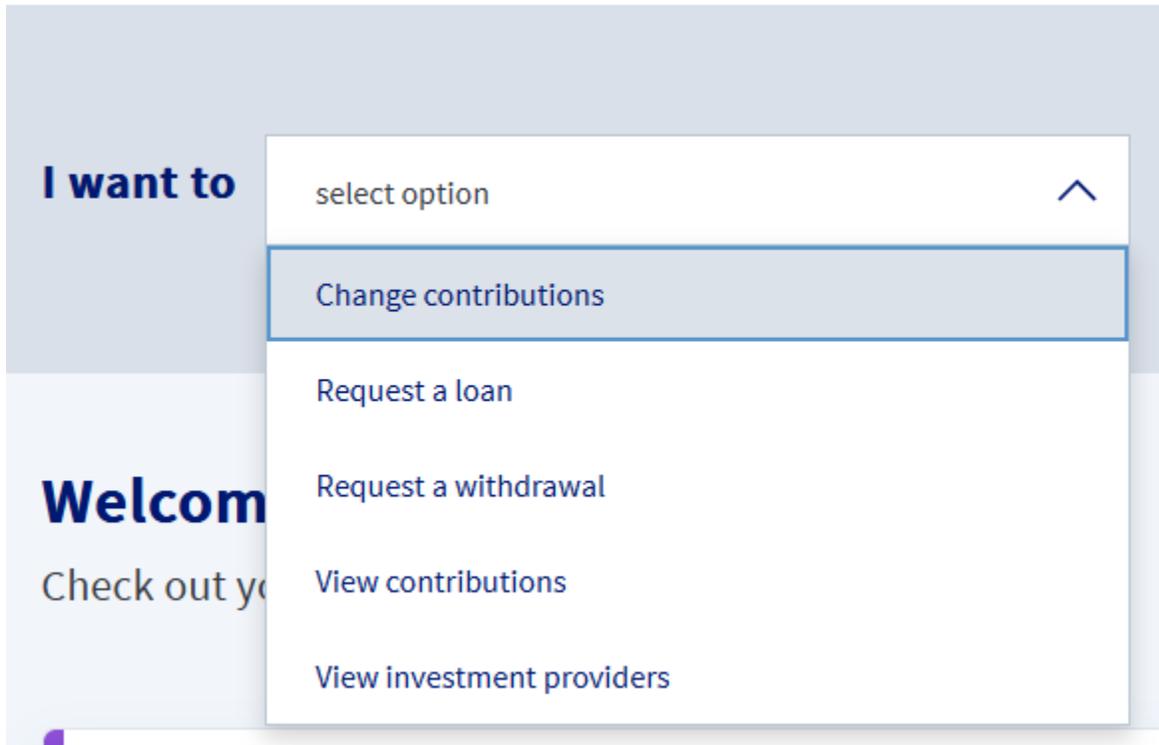
Remember Me

[SIGN IN](#)

[First time user? Get started](#)

### Step 2 Select your action needed at Retirement Manager

I want to



**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.**

Select plan 403(b) or 457(b)

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

Foothill De Anza Community College - 457b Plan View Current Contributions

**Select the pay date you would like your**

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

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

**CANCEL** **NEXT**

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.

Please **Select Ongoing or Stop Contribution**

Please select...

Enter your change (s) to the specific vendor below

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

Investment Provider	Current \$	New \$
AIG Retirement Services	\$0.00	\$0.00
CalSTRS/Voya	\$0.00	\$0.00
Employee Benefits Services Group	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>

**After-Tax Roth**

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

Please **Select Ongoing or Stop Contribution**

Once

Enter your change(s) to the specific vendor below

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

Investment Provider	Current \$	New \$
AIG Retirement Services	\$6,000.00	\$6,000.00
CalSTRS/Voya	\$0.00	\$0.00
Employee Benefits Services Group	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$6,000.00</b>	<b>\$0.00</b>

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



Overview



Overview

Manage ▾

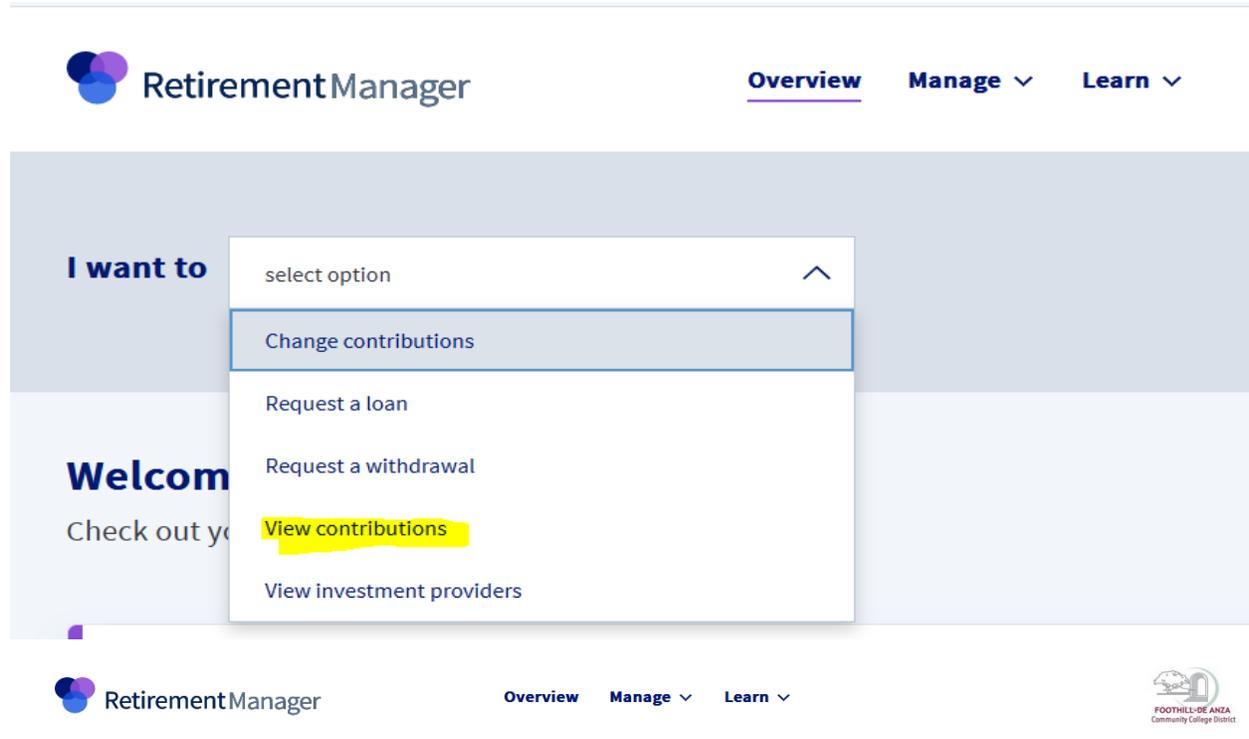
Learn ▾



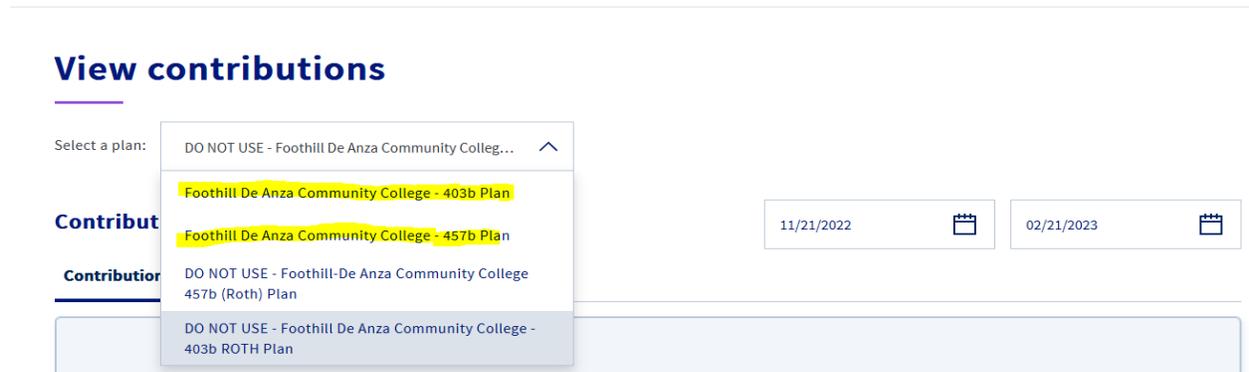
**How to view or change future pending changes or view prior contributions:**

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.



The screenshot shows the RetirementManager interface. At the top left is the RetirementManager logo. To the right are navigation links: **Overview**, **Manage** (with a dropdown arrow), and **Learn** (with a dropdown arrow). Below the navigation is a large banner area with the text "I want to" and "Welcome". A dropdown menu is open, listing options: "select option", "Change contributions", "Request a loan", "Request a withdrawal", "View contributions" (highlighted in yellow), and "View investment providers".



The screenshot shows the "View contributions" page. At the top left is the RetirementManager logo. To the right are navigation links: **Overview**, **Manage** (with a dropdown arrow), and **Learn** (with a dropdown arrow). On the right side, there is a logo for Foothill-De Anza Community College District. The main heading is "View contributions". Below it, there is a "Select a plan:" dropdown menu with a list of options: "DO NOT USE - Foothill De Anza Community Colleg...", "Foothill De Anza Community College - 403b Plan" (highlighted in yellow), "Foothill De Anza Community College - 457b Plan" (highlighted in yellow), "DO NOT USE - Foothill-De Anza Community College 457b (Roth) Plan", and "DO NOT USE - Foothill De Anza Community College - 403b ROTH Plan". To the right of the dropdown are two date selection boxes: "11/21/2022" and "02/21/2023", each with a calendar icon.

### Pending contributions changes

Paycheck date	Cut off date *	Setup by	Contribution change		
02/28/2023	02/20/2023	Employee (01/21/2023)	#1792965	<b>Pending</b>	 Delete
					 View more

### Contribution history

Contribution changes	Plan contributions
	01/01/2022 
	12/31/2022 