

Enrolling in a supplemental retirement plan

Enrolling in a 403(b) or 457(b) plan is an important financial decision. Since it is up to you to choose your investment provider we recommend you research the options, and ask for help from people you trust. See below for a general overview of the steps you can take to start achieving your long-term financial goals. TSA Consulting Group is WCPS's third party administrator for all supplemental retirement plans. This website offers tools and resources that may assist in choosing an investment provider as well as general information on why to invest.

QUICK ENROLL

Visit Quick Enroll at <https://www.myquickenroll.com>, choose Maryland for the state, and WCPS for the school system. Follow the instructions to complete your enrollment.

*this option does not offer MetLife as an option. To enroll in a MetLife plan, use the standard enrollment method.

STANDARD ENROLLMENT

Follow the step-by-step instructions below to successfully access the TSA website/ART system:

1. Navigate to the website www.tsacg.com.
2. Disable any Internet "Pop-Up Blocker" software before proceeding.
3. The ART system can be accessed via the "ART Login" box located on the right hand side of the home page.
4. Log in with your assigned User ID and Password.
 - **If this is your first time logging into the system, your User ID will be your Social Security number, and your Password will be your Date of Birth (MMDDYYYY).** You will then be prompted to set up a new User ID and Password that should be different from the default.
 - Call Customer Service at (888) 796-3786 if assistance is needed.
5. Once you establish your account and log in, you can review helpful resources on the site. On the blue ribbon, the topics of Investing and Planning may be especially helpful.

Choose an investment provider. A list of investment providers and their contact information is found on the WCPS website on the Benefits page under the retirement topic. Simply contact an agent for an appointment to set up your account.

Choose how much to invest. After establishing an account with the investment provider of your choice, head back to the TSA website and enter the ART system. This is where you will establish the percentage or dollar amount of salary you would like to defer into your new account by choosing *Salary Reduction Agreement*.

Review your pay stubs for the next few pay periods to make sure your new deduction is being withheld.

Be sure to periodically evaluate your investments and contribution amounts to make sure they are still meeting your needs. The investment provider you are working with can assist you with reviewing your account.