



RETIREMENT MANAGER SYSTEM GUIDE

Retirement Manager is a secure website that enables you to select the retirement plans, providers and the amount you wish to contribute to save for your future.

1. Access must be initiated by the employee. Go to <https://www.corebridgefinancial.com/rs/myretirementmanager/home> and choose Participants Login.



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Sign in

Username [Forgot username](#)

Password [Forgot password](#)

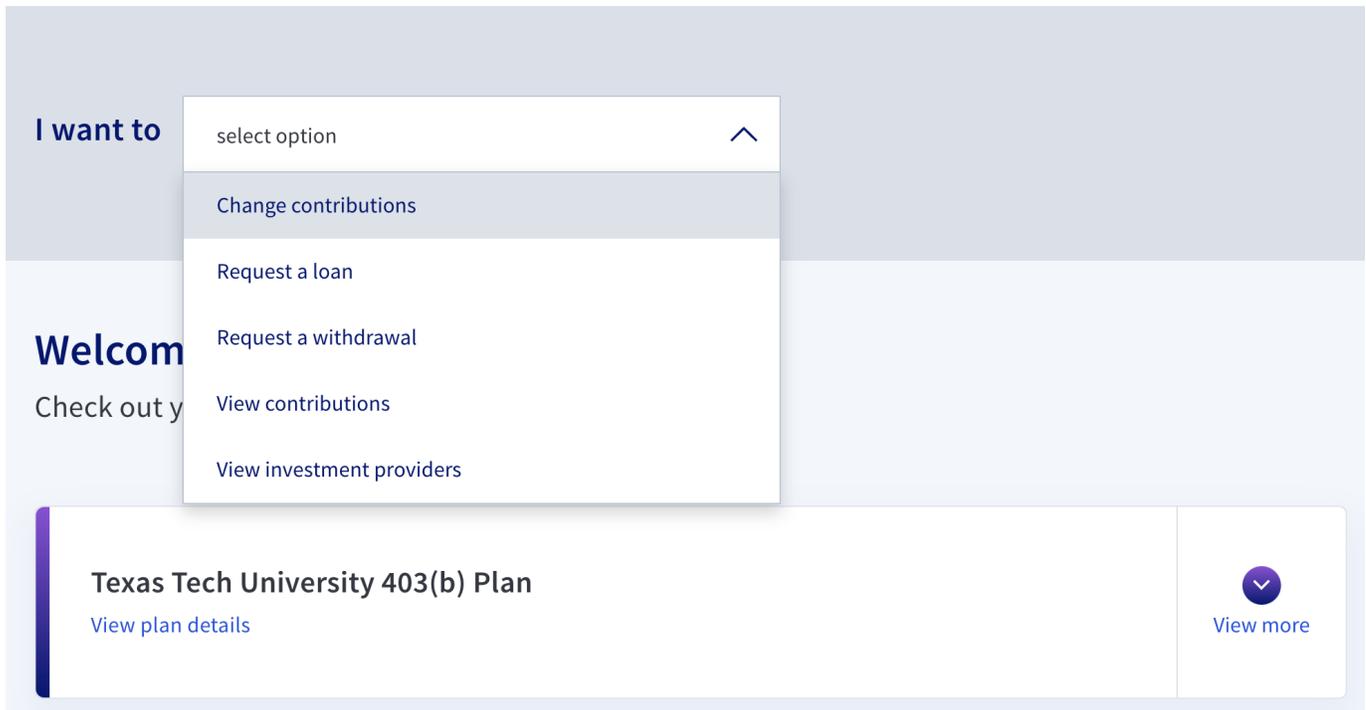
SHOW

Remember Me

[SIGN IN](#)

[First time user? Get started](#)

2. After clicking "First time user? Get started," the system will take you through the setup process. You will be asked to choose your employer and enter your personal information, as well as pick a User ID and password. **When asked for your Employee ID, enter your R#, including the R.**
3. Once inside the website, there are several links:
 - a. Overview – Retirement plan overview
 - b. Manage – Start or change contributions. Request loan/withdrawal and view investment providers.
 - c. Learn – Financial calculators, terms glossary, and educational material.



The screenshot shows the Retirement Manager homepage. At the top left is the logo and name 'Retirement Manager'. To the right are navigation links: 'Overview' (underlined), 'Manage' with a dropdown arrow, and 'Learn' with a dropdown arrow. Below the navigation is a large light blue banner. On the left side of the banner, the text 'I want to' is followed by a dropdown menu. The dropdown menu is open, showing a search bar with 'select option' and an upward arrow, and a list of options: 'Change contributions', 'Request a loan', 'Request a withdrawal', 'View contributions', and 'View investment providers'. Below the banner, there is a card for the 'Texas Tech University 403(b) Plan'. The card has a blue vertical bar on the left, the title 'Texas Tech University 403(b) Plan', a link 'View plan details', and a 'View more' button with a downward arrow icon.

5. Enrollment for a Tax Deferred Account will be as follows:
 - a. Under the "Manage" section, choose Change Contributions
 - b. Select Texas Tech University 403(b) Plan.
 - c. Select a paycheck date to begin. Should select first available. (The dates available for employees to choose are pre-determined by the of months receiving a paycheck). The system has pre-determined cut-off dates to automatically integrate with the Texas Tech payroll system.
 - d. Determine if you will make Traditional (Pre-tax) contributions and/or Roth (After-tax) contributions.
 - e. Select Ongoing Contributions from the drop down menu in the appropriate section. Choose a provider and enter the dollar amount to contribute on a per pay period basis. Click Submit.
 - f. A Salary Reduction agreement will appear to confirm you have elected to participate.
 - g. You will receive a confirmation number of your transaction; you will also have the opportunity to print the page with all the details of the transaction. Don't forget you will need to set up the account with the provider.
6. Contribution changes can be viewed and/or changed via the "I want to" drop-down on the homepage, by selecting the appropriate action. Note: the transactions may be deleted or changed from this area, only as long as the payroll cut-off date has not passed.
7. The Retirement Manager system facilitates the loan process, hardship withdrawals and transfers.
 - a. The desired selection should be chosen from the home page. Follow the instructions on the pages. Once the transaction is complete, you will get an option to print a certificate. The certificate is what you will need to give to the provider in order to complete the transaction.

Should you need assistance with Retirement Manager, please contact Human Resources at 806-742-3851 or e-mail at hrs.employee.services@ttu.edu.