NAVIGATION

1. Please use the following browsers to access the Retirement Manager website.
   a. For Windows computers: Works with the latest version of all browsers (i.e. Google Chrome, Mozilla Firefox, Internet Explorer, and Microsoft Edge).
   b. For Mac computers: Works with the latest version of all browsers (i.e. Safari, Google Chrome, Mozilla Firefox)

2. Go to the Retirement Manager website at: www.myretirementmanager.com
   a. Alternatively, you can access the Retirement Manager Webpage from LSU HRM retirement website at http://www.lsu.edu/retirement
      i. Click on Supplemental Retirement Plans.
      ii. Click the Retirement Manager link on the right side of the page.
      iii. Bookmark this page for ease of access.

SET UP AN ACCOUNT WITH RETIREMENT MANAGER

1. On the Retirement Manager Website, click Login in the top right hand corner. Under Participants click Login.

2. On the Sign In screen click First Time User? Get Started located under the blue Sign In button.
   a. NOTE: You may be prompted to verify your employer. If this is the case, use the search box to type LSU and select your LSU campus from the list. Click Next.
3. Fill in your personal information.
   a. Enter Last Name.
   b. Enter Birthdate.
   c. Enter Social Security Number.
      i. NOTE: You will only need to enter this once to verify your identity. There is a clickable SECURITY link at the bottom of every page on the website that discuss concerns about security.
   d. Click Continue.

CREATE PROFILE

1. Fill in your user information.
   a. Enter your preferred Username.
   b. Enter your Email Address.
   c. Enter your Email Address again to confirm.
   d. Create a Password.
      i. NOTE: Please note the site’s password requirements below.
         • At least 8 characters long
         • At least one upper and lower case letter
         • At least one symbol
         • At least one number
         • No more than 3 consecutive characters
         • No spaces
   e. Enter your Password again to confirm.
   f. Click Continue (or cancel).

2. Verify Email
   a. A code will be sent to your email address to enter on the site.
b. Enter the code that was received in the box shown on the website.
   
   Note: If you do not receive an email, check your Junk email folder. You can also click “Resend Email” to have another code emailed.
   
c. Click Submit

3. Verify your phone number
   
a. Enter your phone number.
   
b. Check the box next to Text me an authentication code.
   
c. Click Continue.
d. Enter the code that was received in the box shown.

e. Click **Submit**.

4. Click **I agree** under the Terms of Use – Employee to proceed to the site.
GUIDE TO RETIREMENT MANAGER

Start or Change Contributions

1. Log into your account with Retirement Manager.

2. From the home page of Retirement Manager, select Change contributions from the drop down menu next to either I want to or Manage.

3. Select the Board of Supervisors LSU and A&M College 403b Plan from the drop down menu.

4. Select the pay date you would like your contribution change to begin.
   
   a. NOTE: For 9 month employees, contributions will only be deducted from your 9 regular paychecks and any summer research payments.

5. Click Next (or cancel).
6. Make the necessary change(s) to your contributions. Please note that there are two different sections for contribution changes. **Employee Pre-Tax** is the Traditional (Pre-Tax) paycheck contribution. **After Tax Roth** contributions are deducted after your paycheck has been taxed. You can contribute to one or both of these options.

   b. Identify the type of contribution (Pre-Tax or After Tax Roth) you want to make changes to.

   c. Select the type of contribution change (Ongoing Contribution or Stop Contributing) from the drop down menu.

   d. Enter contribution amount by dollar amount OR by percentage in the appropriate column next to the investment provider of your choice.

   ![Image of contribution change selection]

   i. **NOTES:**

      • When entering the amount, enter the new total contribution, not the difference from previous contribution amount. For example, if the current contribution is $50 and you want the new contribution amount to be $75, you would input $75 as the contribution amount, not $25.

      • If the contribution amount entered is too large to be covered by your paycheck after all necessary paycheck deductions, no contribution will be deducted from that paycheck. Please consult with your Payroll office if you have questions.

      • The Retirement Manager system will stop contributions when an employee reaches the yearly IRS contribution limit under the LSU 403b plan. The system cannot account for outside employment. If you have contributed to a 403b plan at another employer in the same calendar year, be sure to account for all outside 403b contributions so you do not go over the yearly IRS limit.

   e. Click **Next** (or cancel)

7. **Contribution Changes.**

   f. Review the listed changes your contributions.

   g. For an emailed receipt of the contributions made, type your email address in the appropriate boxes (Optional).

   h. Click **Submit** (or cancel).

8. Review the terms of agreement

   i. Click **AGREE** to authorize the contribution.
j. Click **CANCEL** to cancel the transaction.

k. Click **PRINT** to obtain a physical copy of your contribution changes.

**NOTE:** If you first select **PRINT**, you will still need to click **AGREE** to submit your contribution change.

If you are starting a new account, use the **To Complete Your Request** section to set up an account with your chosen Investment Provider if you have not already done so. Simply click the button for Investment Provider Contacts. Click your new Investment Provider’s name then click the Online Enrollment link.

Online enrollment links and financial advisor contact information can also be found on the LSU Supplemental Retirement page at:

https://lsu.edu/hrm/employees/benefits/supplemental_retirement/index.php