



## ART Log-in Instructions

TSA Consulting Group, Inc. (TSACG), has developed an online recordkeeping system for use when requesting loans, rollovers, distributions, and contract exchanges from your account. This system is known as the ART System (Aggregated Records & Transactions) and will expedite the time required to process your requests.

If you are planning to request a loan, rollover, exchange, or distribution from one or more of your accounts – 403(b) or 457(b) – you will need to establish an ART username and password.

To establish your initial ART System login, follow Steps 1 through 5 below:

### STEP 1: ART Login Screen

Visit the secure ART login website: <http://www.tsacg.com/individual/art-help/>

- Enter your Social Security Number (SSN) as your initial “USERNAME”
  - Example: 123456789 – no dashes
- Enter your date of birth as your initial “PASSWORD”
  - Example: 06241970 – no dashes – you must use a leading zero when entering one digit months and/or days (mmdyyy).

### STEP 2: Participant Registration

Follow the on-screen instructions to change your initial username and password from your SSN and birth date to a unique username and password that no one else can guess or identify.

( \* Signifies required field )

**Please Note:** Specific requirements for changing Username and Passwords:

#### Username requirements:

Cannot be participant’s SSN.

Must have at least one letter (upper or lower case).

Must be 6-16 characters in length.

#### Password Requirements:

Must be 8-16 characters in length.

Must have at least one letter (upper or lower case).

Must have at least one number (0-9).

Must have at least one special characters.

Please note, the special characters can ONLY be !@#%&?

### STEP 3: Demographic Information (Primary Address / Mailing Address / Phone Number etc...)

Enter and confirm your general demographic information

### STEP 4: Security Questions and Site Key

Enter answers to the two security questions asked.

- You may be required to provide these answers in the future, so please be sure you can remember them or record your answers in a safe place.

**STEP 5:** Click the *SUBMIT* button to record your information then click *CONTINUE* to access the system with your new username and password.



Upon completion of Steps 1 through 5, please refer to the tabs located on the upper menu bar on the web page to view your account(s) summary information, initiate online transactions, or view online transaction history.

If you have entered and completed a transaction, upon approval ART will generate an Approval Certificate that you are required to print, sign, and attach to your investment provider's transaction documents. These documents should then be forwarded to your investment provider for processing.

**Please note:** ART utilizes and aggregates data from two sources: 1) Participant account information received from the authorized investment providers in the Plan; and 2) Employee demographic information received from the Plan Sponsor. Not all providers send account information to our firm, which may impact your ability to see account values and/or initiate transactions.

**If you have questions regarding using the ART System for plan transactions, please call TSACG's Recordkeeping Center at 1 (888) 796-3786, and ask for ART assistance.**