

Utilizing the new enrollment process has many benefits:

- Ease of access and log-in to the online ART system at www.tsacg.com.
- Online availability 24 hours a day, 7 days a week.
- Conveniently start, change, or stop a 403(b) Salary Reduction or 457(b) Participation Agreement online.
- Immediate online confirmation of submitted start, stop, or change requests.
- One system for 403(b) or 457(b) distribution approvals.
- Authorized Investment Provider Agents/Representatives can assist employees.
- A list of Authorized Investment Providers conveniently located within the online ART system at www.tsacg.com.

Please review the instructions below to successfully use the online 403(b) Salary Reduction or 457(b) Participation Agreement process.

Before completing the online 403(b) or 457(b) Enrollment process on the Aggregated Records and Transactions (ART) system, you MUST have an account established with the 403(b) or 457(b) authorized Investment Provider of your choice.

1. Navigate to the secure website <https://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 (XXXXXXXXXX). The URL immediately redirects to a secure site. Next, you will enter your Date of Birth (MMDDYYYY) as the Password. You will then be prompted to set up a new User ID and Password that should be different from the default.)
5. If you receive the message "Invalid Username," you will need to self-register using the following instructions.

Navigate back to the website <https://www.tsacg.com> and enter the following information:

Username: **NEW**

Password: **BASSLAKE**

Access comprehensive information about your retirement plan account.

LOGIN AS

PARTICIPANT
 PLAN SPONSOR
 DEMONSTRATION

USERNAME
NEW

PASSWORD

SUPPORTED BROWSERS:
IE 9 and Above; Firefox; Google Chrome

[LOG IN](#)

[IPX ADVISOR ACCESS](#)

Users will be re-directed to a secure Participant Registration screen. At this screen users will enter their name, Social Security number, address, and Date of Birth, as well as set up a username and password. On the next login, the user will enter the username and password that they created the first time they logged into the system.

Once you have successfully logged in to the ART system, please follow the instructions below to start, stop or change your contribution.

Salary Reduction Agreements

(New/Future Dated SRA)

In order to begin your Salary Reduction Agreement (SRA) click on “Update Contributions” located on your Dashboard.

The screenshot shows a dashboard with a balance summary of \$38,436.00. Below this, there are sections for 'YOUR PAYROLL CONTRIBUTIONS' and 'PLANNING TOOLS'. The 'YOUR PAYROLL CONTRIBUTIONS' section shows a contribution of \$0 (403(b) Employee) per eligible pay period, with a yellow 'Update Contributions' button. The 'PLANNING TOOLS' section includes buttons for 'Time on Your Side' and 'How much to save?'. On the right side, there is a 'Platform Service and Support' section with contact information for TSA Consulting Group, Inc. and Plan Administration Support.

For a new SRA to start with the next available pay, click “New SRA”. To choose a specific future payroll date, click “Future SRA”.

Funding Your Account

The screenshot shows the 'Funding Your Account' page with three tabs: 'Current SRAs On File', 'Pending SRAs', and 'Future SRAs'. The 'Current SRAs On File' tab is active. The page contains a paragraph explaining the SRA rules, a 'Start Saving Now' link, and a form where 'Your current Salary Reduction per eligible pay period is:' is set to '\$0'. Below this, it states 'No Salary Reduction Agreement on record for your profile.' and 'Click on "New SRA" below to establish a Salary Reduction Agreement and Provider designation(s)'. At the bottom right, there are two buttons: 'Future SRA' and 'New SRA'.

Your Source Type will be preselected for you in Step 1. In Step 2, you will select a dollar amount or a percentage amount (if applicable) and enter the amount you would like to contribute per pay period – numeric value only. If you chose a future SRA, you will enter the date you would like your SRA to take effect in Step 3. Click “Continue”.

Funding Your Account

The screenshot shows 'Step 1: Contribution Instructions' with a progress bar from 1 to 10. The page is divided into three parts: PART 1, PART 2, and PART 3. PART 1 explains contribution source types and has a dropdown for '403(b) Employee'. PART 2 explains contribution method types and has a dropdown for 'Dollars' and a text input for '400.00'. PART 3 explains the effective date and has a text input for '8/20/2018'. At the bottom, there are 'Cancel' and 'Continue' buttons.

Select your Investment Provider by clicking in the box to the right. Click "Continue".

MutLife	Not Required	<input type="checkbox"/>
Midwest National	Not Required	<input type="checkbox"/>
North American	Not Required	<input type="checkbox"/>
Oppenheimer Funds	Not Required	<input type="checkbox"/>
Faulkner	Not Required	<input type="checkbox"/>
PLAN MEMBER SERVICES	Not Required	<input type="checkbox"/>
ReliaStar	Not Required	<input type="checkbox"/>
Sec Benefit - IAP	Not Required	<input type="checkbox"/>
Security Benefit	Not Required	<input type="checkbox"/>
TIAA-CREF	Not Required	<input type="checkbox"/>
USAA Insurance	Not Required	<input type="checkbox"/>
USAA Investments	Not Required	<input type="checkbox"/>
VALIC	Not Required	<input type="checkbox"/>
VOYA Financial	Not Required	<input type="checkbox"/>
Western National	Not Required	<input type="checkbox"/>

Cancel Previous **Continue**

In the "Assign Value" box on the right hand side of the gray box you will need to enter the same amount as the Total "Value to Assign" box at the top of your webpage. This is the amount that you have selected to contribute per pay period. Check the box that says "I confirm I have an established account". Click "Continue".

Funding Your Account

Step 3: Assigning Contributions by Provider/Product(s)

1 2 3 4 5

Total Value to Assign: 400.00

Assign the total dollar value to the provider/product(s) listed below. If you are assigning values to more than one provider/product the amounts you assign must equal to the total contribution amount listed to the left.

All allocations must be associated with a single vendor.

Provider / Product Name	Enrollment Status	Investment Firm / Advisor	Assign Value
LegendSip-Lincoln In		None	400.00

I confirm I have an established account(s) with the selected Provider listed above.

Total: 0

Cancel

Previous

Continue

You will receive a confirmation page showing that your enrollment is complete.

Funding Your Account

SRA Enrollment Completed

Please click [here](#) to print a copy of your Salary Reduction Agreement for your records.

To view or print a copy of your completed SRA for your records, click on "My Plan" and "Transaction Certificate History" then you will click the envelope icon to the right of your SRA listed in the transaction history grid.

IN ORDER TO CHANGE YOUR AMOUNT – FOLLOW THE INSTRUCTIONS BELOW.

AMOUNT CHANGE

In order to change the amount that you are currently contributing to your Salary Reduction Agreement (SRA) click on “Update Contributions”.

The screenshot shows a user dashboard with a balance summary of \$38,436.00. Below this, there are sections for 'YOUR PAYROLL CONTRIBUTIONS' and 'PLANNING TOOLS'. The 'YOUR PAYROLL CONTRIBUTIONS' section shows a current contribution of \$300.00 (403(b) Employee) per eligible pay period, with a prominent yellow 'Update Contributions' button. The 'PLANNING TOOLS' section includes options like 'Time on Your Side' and 'How much to save?'. A right-hand sidebar contains support information for Platform Service and Support, Plan Administration Support, and Products and Financial Services Support.

Click “Edit SRA” in the bottom right hand corner of your SRA module.

The screenshot displays the 'Funding Your Account' page. It features tabs for 'Current SRAs On File', 'Pending SRAs', and 'Future SRAs'. A detailed explanation of Salary Reduction Agreements (SRAs) is provided, along with a 'Start Saving Now' link. The 'Salary Reduction Agreement: Employee Deferral' section shows the current contribution source as 'Employee Deferral' with a current amount of \$300.00. A table lists the provider 'Midland National' with a source type of 'Employee Deferral' and an amount of \$300.00. A total of \$300.00 is displayed. At the bottom, there are buttons for 'Future SRA', 'Cancel SRA', 'New SRA', and a highlighted yellow 'Edit SRA' button.

Provider/Product Name	Source Type	Amount / Percent
Midland National	Employee Deferral	\$300.00

Total: \$300.00

The Source Type will be preselected for you to the plan in which you are changing your amount for. Your method type will also be preselected with the method type you are currently contributing with. If you would like to change your method type, you will do that by selecting the drop down arrow and clicking on your preferred method type. In the Enter Total Dollars (or percentage, if applicable) field, you will enter the amount you are wanting to contribute per pay period – numeric value only. In the blue box below that shows your Investment Provider Name, you will also need to update the amount in the Assign Value box. The amount in the Enter Total Dollars (or percentage, if applicable) and the Assign Value box must match. Once you have confirmed your amount, click “Continue”.

Funding Your Account

Step 1: Edit Current SRA

The edit SRA feature allows you to change the contribution method type (S or %), the total amount you are contributing (S or %) and the amounts you assign to your current provider/products listed below.

To add additional provider/product accounts click on "Add Account".

Instructions:
Update your method type and amount. Assign the total dollar value to the provider/product(s) listed below. If you are assigning values to more than one provider/product the dollar amounts you assign must equal to the total contribution dollar amount.

Select Source Type: 403(b) Employee

Select Method Type: Dollars

Enter Total Dollars: \$100.00

Provider / Product Name	Assign Value
Midland National	300.00

Add Account

Cancel Continue

You will receive a notification that your SRA Enrollment is complete.

SRA Completed

Please click [here](#) to print a copy of your Salary Reduction Agreement for your records.

To view or print a copy of your completed SRA for your records, click on “My Plan” and “Transaction Certificate History” then you will click the envelope icon to the right of your SRA listed in the transaction history grid.

IN ORDER TO STOP YOUR CONTRIBUTIONS – FOLLOW THE INSTRUCTIONS BELOW.

Cancel/Stop Contributions

In order to stop/cancel your contributions for your Salary Reduction Agreement, click on “Update Contributions”.

My Dashboard I want to...

BALANCE SUMMARY

\$38,436.00

YOUR PAYROLL CONTRIBUTIONS

\$400.00 (403(b) Employee) per eligible pay period

Update Contributions

PLANNING TOOLS

Time on Your Side

How much to save?

Platform Service and Support

TSA Consulting Group, Inc.
(888) 796-3788, Option 4
helpdesk@tsgonline.com

Plan Administration Support

Customer Service
208-542-9180, 127

Products and Financial Services Support

Select the product you would like support on:

Great American Benefits Insurance

Click "Cancel SRA" in the bottom right hand corner of your SRA module.

Funding Your Account

Current SRAs On File Pending SRAs Future SRAs

In accordance with Plan Sponsor Salary Reduction Agreement Rules, your Salary Reduction Agreement represents the dollar amount or percentage of pay withheld from your pay check each eligible payroll period or pay period your employer deducts contributions. Your employer may choose not to take deductions from all pay periods. Please Note: New or requested changes to Salary Reduction Agreements won't be effective until approved by the Plan Administrator and implemented through the payroll system. All agreements for 457 deferred compensation must be approved before the first day of the month in which the deferrals are to begin.
[Start Saving Now](#)

Salary Reduction Agreement: Employee Deferral

Salary Reduction Agreements (SRAs) are established by contribution source type (pre-tax and after-tax Roth) based on your Plan Provisions. If you have established SRAs for both contribution source types, update the contribution amount below the source type you wish to change.

Your current Salary Reduction by Source: Employee Deferral

Current Salary Reduction for this Source type: \$400.00

The amount/percentage to the contribution source above is allocated to the provider/products listed in the table below.

To change your current Salary Reduction Agreement click on "Edit SRA".

To establish a new Salary Reduction Agreement click on "New SRA".

To cease Salary Reduction contributions click on "Cancel SRA".

Provider/Product Name	Source Type	Amount / Percent
Midland National	Employee Deferral	\$400.00

Total: \$400.00

Future SRA **Cancel SRA** New SRA Edit SRA

Click "Confirm".

Funding Your Account

Cancel SRA

You have elected to cancel your current Salary Reduction Agreement on file by contribution source type listed below. Please click "Confirm" to cancel.
If you decide to begin contributing to your retirement account again, you must complete a new Salary Reduction Agreement.

Contribution Source Type: 402(a) Employee

Total Amount / Percentage: \$400.00

Provider / Product Name	Source Type	Amount / Percent
Midland National	Employee Deferral	\$400.00

Cancel **Confirm**

You will receive a notification that your SRA has been cancelled.

Funding Your Account

You have successfully cancelled your current SRA.
Please click [here](#) to print a copy for your records.

To view or print a copy of your completed SRA for your records, click on "My Plan" and "Transaction Certificate History" then you will click the envelope icon to the right of your SRA listed in the transaction history grid.

TSA Consulting Group – SRA Department
Toll free – 888-796-3786, option 5