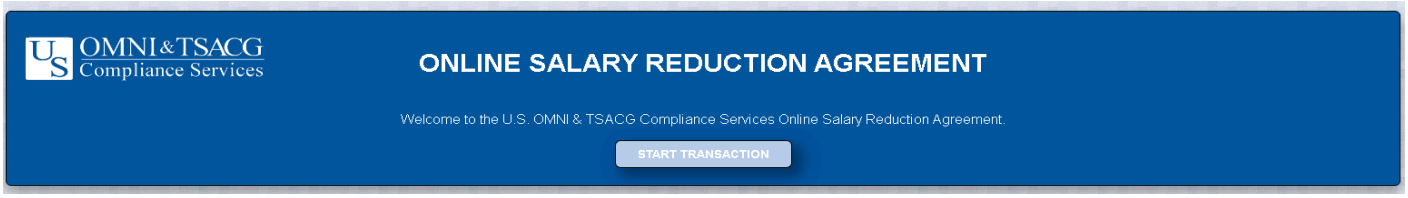
Open Access - Online Salary Reduction Agreement Overview

Please review the following information for completing the online 457(b) Participation Agreement process.

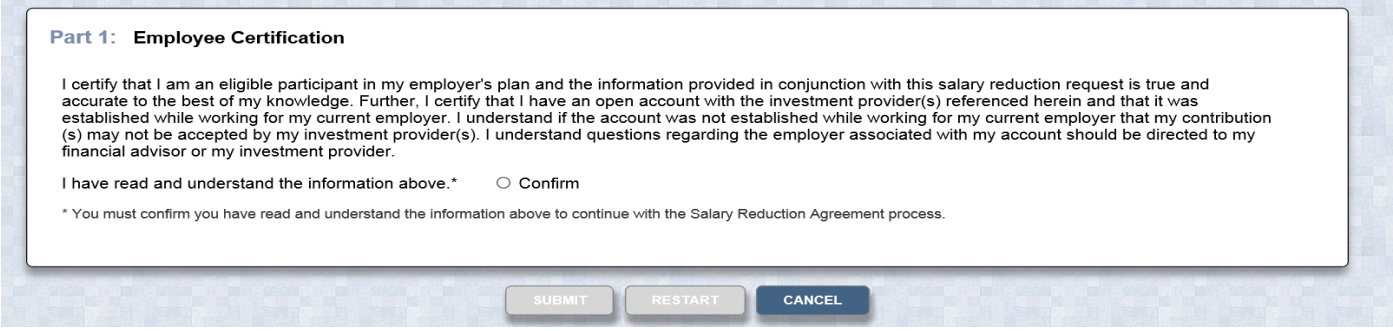
1. Before completing the online Salary Reduction Agreement process, you MUST have an account established with the 457(b) authorized Investment Provider of your choice.

2. Navigate to the secure website https://sra.tsacg.com.



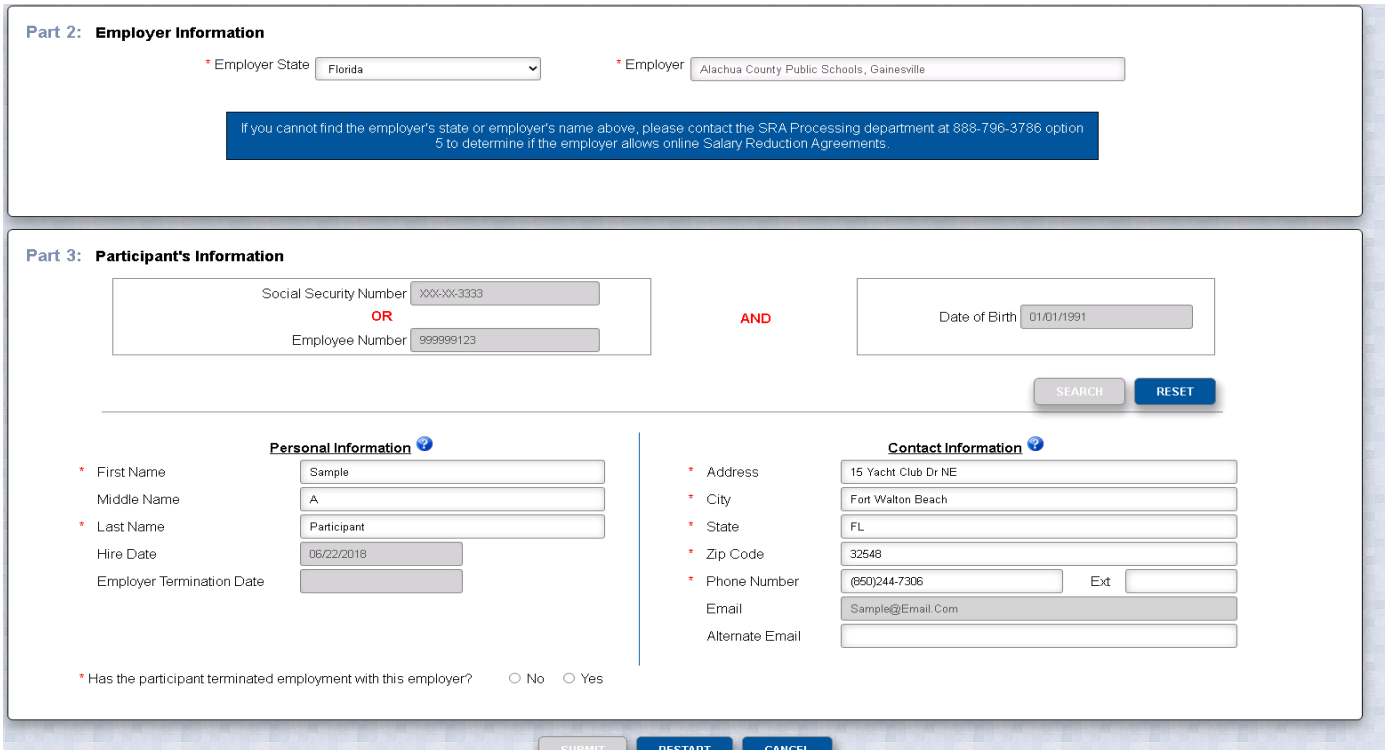
3. **Note that the SRA information entered via the online system will supersede and replace all prior 457(b) elections including the amounts, investment providers, and effective dates. Any election(s) you want to continue must be reflected or the election will be stopped.**

4. Employee Certification – You must confirm that you are eligible to participate in your employer's plan. You will also be confirming that you have established your account under your employer's plan with one of the Authorized Investment Providers. Click "Confirm" and then click "Submit".



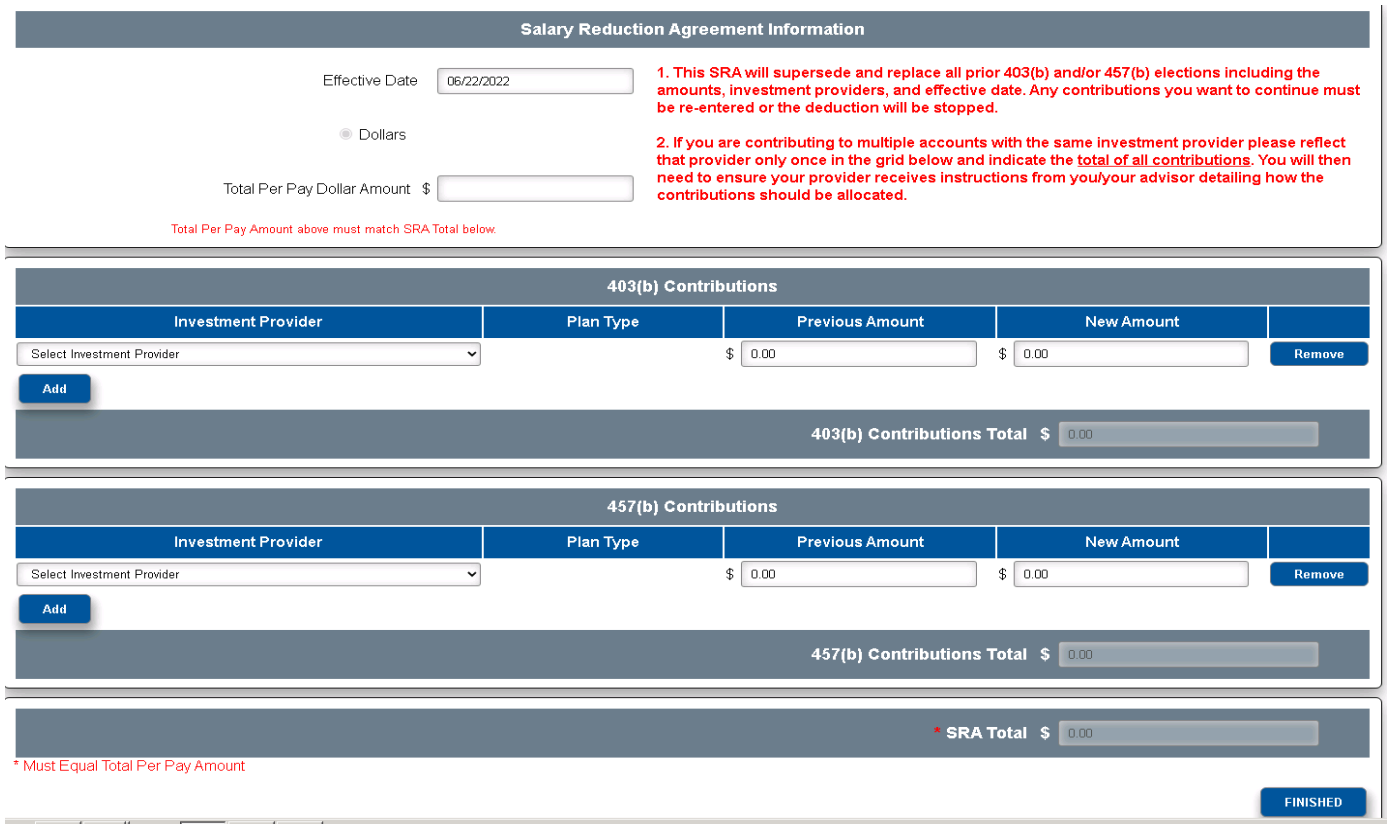
Employer and Participant Information – If you have previously entered SRA information or U.S. OMNI & TSACG Compliance Services (OMNI/TSACG) has your demographic information archived in their system, most of your personal information will pre-populate. If your information is not currently in OMNI/TSACG's system, you will be able to add your record. Depending on the information displayed, be prepared to enter the following information:

- Employer's State
- Employer's Name
- Employee's Social Security Number
- Employee's Date of Birth
- Employee's Name, Address, and Telephone Number



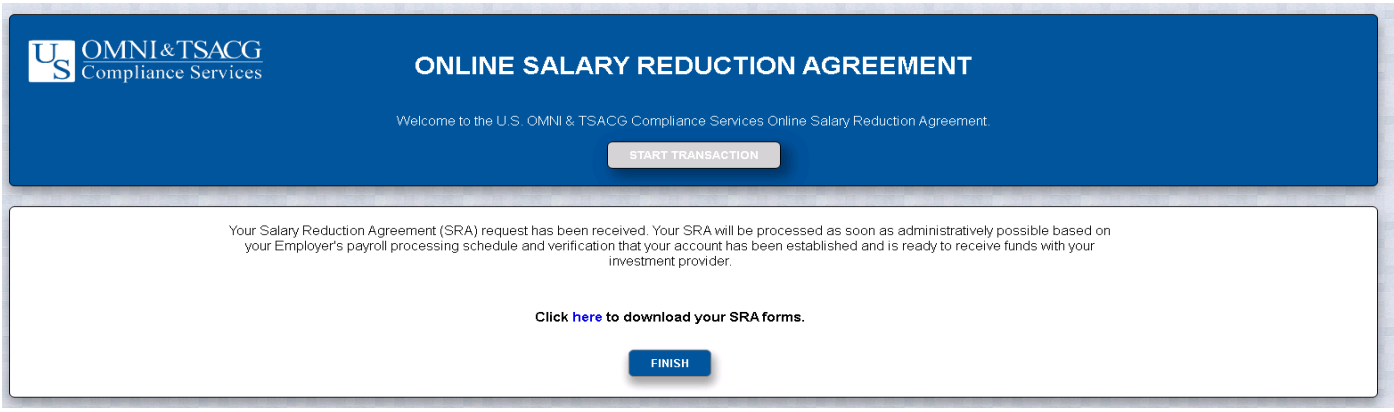
5. Salary Reduction Agreement Information – You can start, change, or stop contributions. If you want to maintain an existing contribution(s), you will need to enter the information for that contribution in addition to any other changes you are making. Be prepared to enter the following information:

   - Effective Date of the contribution(s)
   - The total dollar amount per pay period for all contributions
   - The investment provider(s) to whom you would like to contribute
   - The Plan type
   - The amount of a previous contribution, if any – not required to submit
     - This information can be found on your paycheck stub. You can also call OMNI/TSACG (contact information provided at the bottom of this communication), or by checking with your investment provider directly.
   - The new amount of your contribution



6. Salary Reduction Agreement Terms and Disclosures – Once you have clicked *Finished,* you will be asked to read and confirm that you have read the SRA terms. You will also be asked to acknowledge the SRA disclosures.

7. Submitting your SRA – After completing the terms and disclosures sections, you will be asked to confirm that you are not a robot, and then you can submit your SRA. OMNI/TSACG will forward your contribution information to your employer, and you can print a copy of the SRA for your records. Providing your account(s) is established with your investment provider, no further action is required.



Should you have any questions regarding the process, please contact OMNI/TSACG's SRA Department at 888.796.3786, option 5.