Procedures for Opening a 457b Account:

1) Log onto the My Retirement Manager website to start your 457b contributions. [www.myretirementmanager.com](http://www.myretirementmanager.com)
2) Your contributions will go to TIAA, the provider for the 457b, and will be automatically placed into the *Lifecycle Index/Target Date Fund Investment*.
3) If at any time, after starting your contributions, you wish to change your Investment to another available Investment(s) within TIAA, you may do so by visiting [https://www.tiaa.org/public/tcm/neisd/home](https://www.tiaa.org/public/tcm/neisd/home) or speaking with a TIAA advisor.

Procedures for Opening a 403b Account:

1) Decide on a company in which you would like to open a 403b account with.
2) Contact the company of your choice to open a 403b account.
3) Log onto the My Retirement Manager website to start your 403b contributions. [www.myretirementmanager.com](http://www.myretirementmanager.com)

Failure to follow these simple steps will lead to deductions being taken from your paycheck, sent to the chosen provider and then returned if an account is not open. You lose valued time in saving money with your chosen company.