457(b) Plan Enrollment Instructions for *New Users*

These instructions are for **NEW users** creating a traditional 457(b) account and/or a Roth 457(b) account

**TRADITIONAL 457(b):** This plan automatically deducts part of your salary into the retirement savings plan **before** taxes are taken out. The money grows tax-deferred until it’s withdrawn—then the taxes come due.

**ROTH 457(b):** This plan automatically deducts part of your salary into the retirement savings plan **after** taxes are taken out. The interest and earnings withdrawn from a Roth account are tax-free if the distribution is considered “qualified.”

1. Go to [www.tcgservices.com](http://www.tcgservices.com) to set up your salary deferral (contribution amount) and allocation. Click on **My Account**; then click **Login**.

2. Select **Group Retirement Plan Login** Portal.
3. **NEW USERS** click **New User.**

4. **NEW USERS** enter your (case sensitive) **Plan Password**
   click **NEXT.**

   * If you do not know your Plan Password, scroll lower in the gray box and click on your state’s 457(b) plan.

5. Create your **Username and Password**;
   enter all personal information; then click **NEXT.**

6. Designate your beneficiaries on this screen. After you insert your Primary beneficiary’s information, click **ADD** to add additional beneficiaries.

   Click **NEXT** when you are done.
7. **Contributions**
   Select your selection from the drop down box—either the **Pretax** or post-tax **Roth** contribution type.

   Enter the contribution dollar amount per pay period. (If allowed by your district, you may select your funds by percentages.)

   Click **NEXT**.

   Please note that the contribution amount is

8. **Click All Sources** to reveal the funds available.
9. Here you will apply the dollar amount (or percentage) of your contribution to the investment(s) of your choice.

Once you are satisfied with your choices and your total at the bottom of the page equals 100%, click **NEXT**.

10. Review all entries. Make any changes using the **Edit** buttons.

Click **SUBMIT** when you are satisfied.
11. Well done! You are finished!