Retirement Manager

Quick Set Up

The Retirement Manager online service offers employees to review transactions, request distributions, loans, hardships and provides financial tools for retirement planning.

To Get Started

Go to Myretirementmanager.com

1. If you are a new user, click "I'm a New User" and set up an account
2. If you are an existing user, type in your User ID and click "Next"
3. Enter your password and click "Submit"

To Request a Withdrawal or Loan

1. Select "request withdrawal" or "request loan". Withdrawals include distributions, transfers or hardships
2. Select your retirement plan
3. Select withdrawal or loan and complete the request including amounts.
4. Confirmation/Print Certificates - If eligible for a loan or withdrawal request, the confirmation page will also contain a link to print your certificate. Be sure to submit the certificate along with any supporting paperwork to your provider by the expiration date on the certification. If your request was not approved and you need further information, contact Payroll at 457-3515.

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