

July 10, 2009

Benefits Update – TSA (403b) Program Access Retirement Manager

Effective July 1, 2009, the TSA (403b) Program will be transitioning to a more robust usage of the VALIC (formerly AIG Retirement) - Retirement Manager tool

To access the Retirement Manager tool go to: <http://www.calstate.edu/hr/benefitsportal/> and provide the information below. You may have to create a new password or if you forgot, select “*I Forgot My Password*” located at the top right hand corner.

- Employer Unique ID# - Enter SSN
- Enter Password
- Enter Campus
- Employer Unique ID# - Enter SSN
- Enter password

Active employees will utilize Retirement Manager for the transactions below.

- New Accounts
- Request for In-Service Exchange Certificate (Transfer Funds)
- Loans and Hardship Withdrawals
- Changes and Cancellations

All paperwork that requires an Administrator/Employer signature must continue to be forwarded to the Chancellors with a self-addressed, stamped envelope to the address below. Allow 10-days for processing.

Pamela Chapin
Chancellor's Office, The California State University
401 golden Shore, 4th Floor
Long Beach, CA 90802