

# TCG Website – Manage Your 403b

<https://retirement.tcgservices.com/>

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Latrobe School District 403b voluntary retirement accounts payments are managed by the third party administrator TCG Administrators, a subsidiary of CalSTRS 403bComply. Employees are responsible to set up an account at the TCG website to begin or change their payroll deductions.

*Note: Prior to setting up payroll deductions you must already have established a 403b account with one of our district's approved vendors (list at [www.403bCompare.com](http://www.403bCompare.com)). For American Fidelity Assurance plans only, you may open a 403b account with our American Fidelity rep.*

## To Use TCG:

1. Go to <https://retirement.tcgservices.com/> For trouble logging in please call the Help Desk phone number for this website at **800-989-9179**.
2. Click **Login** (not Enroll). If you have already registered and logged in before, log in to your account as a Participant.
3. To register for the first time, click the **New User** plus sign. Enter the Plan Password **latro403**.
4. Follow the instructions to create your account. Keep track of your username and password.
5. If you are asked to select which type of account, choose Latrobe SD Voluntary 403b Plan (not employer-paid).
6. Click **Manage Investments**, then **Change Elections**.
7. Click the arrow next to 403b Pretax Deferral to expand the list of Investment Providers, and click the **Include** box. To make a change, enter the new amount into the right column.

| Investment Provider                          | Current Per Pay Period Election | New Per Pay Period Election       |
|--|---------------------------------|-----------------------------------|
| American Century Investments                 | \$0.00                          | \$ <input type="text" value="0"/> |
| Americo Financial Life and Annuity Insurance | \$0.00                          | \$ <input type="text" value="0"/> |
| Equitable                                    | \$0.00                          | \$ <input type="text" value="0"/> |
| Fidelity Investments                         | \$0.00                          | \$ <input type="text" value="0"/> |
| Foresters Financial Services                 | \$0.00                          | \$ <input type="text" value="0"/> |
| Franklin Templeton Investments               | \$0.00                          | \$ <input type="text" value="0"/> |

8. Check **I authorize this investment election change** box, click **Next**.

I authorize this investment election change

9. A page with a confirmation number appears letting you know the transaction went through. Give Tracy a heads up that you have made a change so she can look for the monthly report from TCG.
10. Your changes must be entered into the system by the **10<sup>th</sup> of the month** to apply to that month's Latrobe payroll.