How to Enroll

STEP 1 – Log in to Retirement Manager (https://www.myretirementmanager.com/.)

> **First-time users will need to click *I'm a New User* to establish a password.**
>> o **Enter your Employee Unique ID (assigned by your employer)**
>> o **Create a new password**
>> o **Click *Submit***
> • **If you are not a new user and have forgotten your password, click *I Forgot My Password* to assign a new password.**

STEP 2 – After logging in, click on the ***Enroll/Make Changes*** tab at the top of the page.

STEP 3 – **To enroll:**

> • **Enter your e-mail address (you will need to re-enter it to verify)**
> • **Identify the effective payroll date**
> • **Enter either the % of your pay or the $ amount**
> • **Select the vendor(s)**
> • **Click the *Submit* button**