Find your employer's Your Retirement Plan page

Your employer's plan page is the starting point for everything — plan details, providers, forms, and contacts.

Every employer's retirement plan is a little different. Your employer's plan page on the OMNI/TSACG website brings all of your plan specific information together in one place.

FOLLOW THE PATH

1

Go to the OMNI/TSACG website

Open https://www.tsacg.com in any browser, on a computer, tablet, or phone.

2

Choose Your Retirement Plan from the Employees menu option

From the home page Employees menu drop-down, select the Your Retirement Plan option to open the employer selection page.

3

Select your employer

Use the drop-down selection menu to select your state and then choose your employer. Click Go. This opens your employer-specific plan page.

4

Review your plan information

See the retirement plans your employer offers and view the list of authorized investment providers along with plan-specific resources and documents.

5

Bookmark the page

Save your employer's plan page so you can return to it any time you need forms, provider information, or contacts.

What you will find on your plan page:

- The retirement plans your employer offers and plan-specific details
- Authorized investment providers, with contact and agent information
- Education and enrollment resources — Annual Retirement Benefits Guide, Meaningful Notice, Plan Participation Guide, and more.
- Forms and employer-specific documents

Start, stop, or change your contributions

Submit an online Salary Reduction Agreement (SRA) to set or update how much you contribute.

A Salary Reduction Agreement tells your employer how much to withhold from your pay for your retirement plan. If your employer uses online SRA processing, you can submit it in just a few minutes.

FOLLOW THE PATH

1 Go to the OMNI/TSACG website

Go to https://www.tsacg.com, click on the I Want To drop-down menu located at the top, and then click Start/Change Contributions.

2 Open the Online SRA Portal

Read the Employee Certification statement, click the acknowledgement button next to Confirm, and the SRA process will begin. Instructions are available at the top of the page if needed.

3 Select your Employer/Plan Sponsor

Select your Employer State and then your Employer. Once Part 3 appears, you can start answering the on-screen questions and provide any supporting information the system asks for to complete.

4 Enter your election

Start, stop, or change your contribution amount, choose traditional or Roth, and add a catch-up election if you are eligible.

5 Review and submit

Check your entries, submit the agreement, and save the confirmation you receive for your records.

Good to know

- Changes take effect with your employer's payroll timing — allow at least one pay cycle.
- You must have an account with an authorized investment provider before contributions can be invested.
- If the online option is not available, visit the Your Retirement Plan page for your employer on our website for more information.

Request a distribution, loan, or other transaction

Use the Online Distribution System to request a transaction and receive your Certificate of Approval.

Distributions, hardship withdrawals, loans, provider transfers and exchanges, and QDRO requests all begin in the Online Distribution System (ODS). Most requests receive an immediate approval decision.

FOLLOW THE PATH

1 Open the Online Distribution System

Go to https://www.tsacg.com and select Start Transactions from the I Want To drop-down on the top menu.

2 Select Yes or No as to whether a Financial Advisor is assisting you

If a Financial Advisor is assisting you, select Yes, and input their contact information. If you are not being assisted, select No.

3 Select your Employer/Plan Sponsor

Select your Employer State and then your Employer. Once Part 3 appears, you can start answering the on-screen questions and provide any supporting information the system asks for to complete.

4 Obtain your Certificate of Approval

Most requests are approved immediately, and a Certificate of Approval is issued for you to download and keep.

5 Send it to your investment provider

Submit the certificate with your provider's forms. Your provider completes the transaction and issues any funds.

Important considerations regarding transaction requests

- Contact your investment provider first to confirm requirements and request any provider forms.
- The Certificate of Approval confirms your request meets plan and IRS rules — it is not the payment itself.
- The online tracker is available to track the status of any transaction submitted that required additional supporting documentation and/or a manual review.

Check the status of your transaction request

Use the Track Forms option to see where your submitted transaction request stands.

After you submit a transaction request that requires additional document support or a manual review, you can check on it at any time — no phone call required. **Track Forms** shows the status of requests you have already submitted.

FOLLOW THE PATH

1. **Open the Track Forms page**
   Go to https://www.tsacg.com and select Track Forms from the I Want To drop-down on the top menu.

2. **Select Option 1 or Option 2**
   Choose the way you would like to search for your transaction. Option 1 and Option 2 have slight variations in the required information needed for the search.

3. **Enter your information**
   Provide the identifying details the screen requests so your submission can be located.

4. **Review your status**
   See whether your request is pending, approved, or needs additional information, and download your Certificate of Approval if one was issued.

5. **Take the next step**
   If information is needed, follow the on-screen instructions. If your request is approved, forward the certificate to your investment provider.

Still have questions?

- To request status or website help: OMNI/TSACG Participant Support, 1-888-796-3786.
- To check on balances, funds, or when you will receive money: contact your investment provider directly.
- For questions regarding QDROs: contact your attorney or legal advisor.