

HARTLAND CONSOLIDATED SCHOOLS
STEPS FOR ENROLLING IN THE STANDARD 403B PROGRAM

STEP 1

Complete the beneficiary form.

STEP 2

Decide which program you want to enroll in. Please refer to the presentation materials and enrollment brochure for more information on the options. The options available include:

Independent Investment Selection: This option contains a line-up of 29 mutual funds across broad investment categories and provides a mix of actively and passively managed mutual funds. This option would be for the participants that would like to select their own investment portfolio, knowing that all options have been reviewed by investment professionals and determined to be the best in its investment class.

Guided Portfolio: This option contains 5 custom asset portfolios that are created out of the 29 funds described in the Independent Investment Selection option above. The portfolios range from conservative to aggressive. This option will help you through the process of choosing and managing your retirement assets by providing information and tools. Participants complete an investor profile questionnaire, which asks questions about future goals and current retirement income sources. Investor tools discuss risk tolerance, diversification and possible investment options. The investor profile questionnaire leads you to one of the five portfolios (conservative, moderately conservative, moderate, moderately aggressive, or aggressive).

Mainspring Managed: This option is for the “please actively manage my money for me” approach. The Standard will do everything for you. You work with an advisor to create a savings plan to help you meet your retirement needs. The Standard will actively manage your investments and contributions to match your needs, provide access to a call center staffed with professional investment advisors, and provide on-going statements to show your progress along the way. The portfolio will be crafted using the 29 funds described in the Independent Investment Selection option. There is an additional cost for this option as follows: \$0 - \$4,999 account balance – no charge; \$5,000 - \$9,999 account balance - \$5/month; over \$10,000 account balance - \$10 per month. However, please note that there is no long-term commitment for this plan; it can be started or terminated at any time.

Open Brokerage Window: This option offers access to over 5,000 mutual funds, all without sales loads or commissions. This is a self-directed brokerage account through the Schwab Personal Choice Retirement Account (PCRA). This is for the individual that is set on a certain mutual fund, perhaps with the one they have currently, but is not available in the 29-fund core line up described in the Independent Investment Selection option. There is an additional cost for this option of \$35 per year.

STEP 3

Based on your selection in step 2, complete the appropriate form:

If you are electing the **Independent Investment Selection**:

- Complete the Savings form. You may choose either a pre-tax or post-tax (Roth) contribution. Note that the form only has a space for a percentage contribution, however, if you would prefer to contribute a flat dollar amount, just write in the amount and indicate "per pay" in the box.
- Complete the Investing form." You will complete option 2 on the investing form. Ensure your total equals 100%. Leave option 1 blank.

If you are electing one of the **Guided Portfolios**:

- Take the Guided Portfolio - Investor Profile Quiz to determine which of the guided portfolios best meet your investment goals. This quiz can be found in the enrollment brochure.
- Complete the Savings form. You may choose either a pre-tax or post-tax (Roth) contribution. Note that the form only has a space for a percentage contribution, however, if you would prefer to contribute a flat dollar amount, just write in the amount and indicate "per pay" in the box.
- Complete the Investing form. You will complete option 1 on the investing form and mark the box according to the results of your investor profile quiz. Leave option 2 blank.

If you are electing the **Mainspring Managed** program, please complete the "Mainspring Managed Savings" form. You may choose either a pre-tax or post-tax (Roth) contribution. You must choose a percentage of pay to contribute under the Mainspring Managed program (there is no option to contribute a flat-dollar amount per pay).

If you are electing **Schwab PCRA** - Please contact Rachel Bois at 810-626-2124 if you want to choose this option and she will work with you directly.

STEP 4

Send completed forms to Rachel Bois, either via email rachelbois@hartlandschools.us, or through interoffice mail, or by hand-delivery to Central Office.

Please note the Mainspring Supplemental Information form found at the end of the Mainspring Managed savings form should be remitted to The Standard directly, or you can remit this information along with your other forms in a separate, sealed envelope marked "confidential."

STEP 5

Create your online account. See the enrollment brochure for more information. You can do this at any time. Note that there will be nothing in the account now, but this is where you can log in and see your bi-weekly contributions being credited to your account once the program is up and running.