

# How to Enroll

It only takes a few steps to enroll in the TSA Program.

- Step 1:** Go to the CSU's benefits portal at [www.calstate.edu/hr/benefitsportal](http://www.calstate.edu/hr/benefitsportal) and click Retirement Manager. It will take you to Retirement Manager, AIG Retirement's enrollment web site for CSU participants. Once there, click I'm a new user. On the next screen, select California State University from the Group selection.
- Step 2:** Enter your last name, date of birth, and Social Security number in the designated fields and click Submit. Next you will be asked to create a secure password utilizing the password specifications listed. Once you create your password, click Enter.
- Step 3:** Your personal information and current total contribution (deferred amount) will be displayed. Remember: You can direct your contributions to up to five different fund sponsors at any time. Choose the fund sponsor(s) to which your contributions will be directed. Before you complete this step, you may want to visit each fund sponsor's web site and review the tools and resources offered by each fund sponsor (and, for some of the fund sponsors, talk with an on-campus representative). (See "Making the Most of the Fund Sponsors' Tools and Resources" on page 12 for an overview of the tools and resources available to you through the fund sponsors. Also see each fund sponsor's information insert in the right pocket of the enrollment folder.)
- Step 4:** Indicate the dollar amount you wish to allocate to each fund sponsor you just selected. Then submit your contribution elections. At this point, you'll be given the opportunity to print a final confirmation of the transaction.
- Step 5:** Now that you've completed the enrollment in the CSU TSA Program, you're almost done. The final step is to set up an account with each fund sponsor you selected. To set up an account, click each fund sponsor's enrollment link. Elect how that fund sponsor will invest your contributions. Again, the tools and resources offered by the fund sponsors can help you decide which investments are right for you. (See "Making the Most of the Fund Sponsors' Tools and Resources" on page 12 for an overview of the tools and resources available to you through the fund sponsors. Also see each fund sponsor's information insert in the right pocket of the enrollment folder.)