

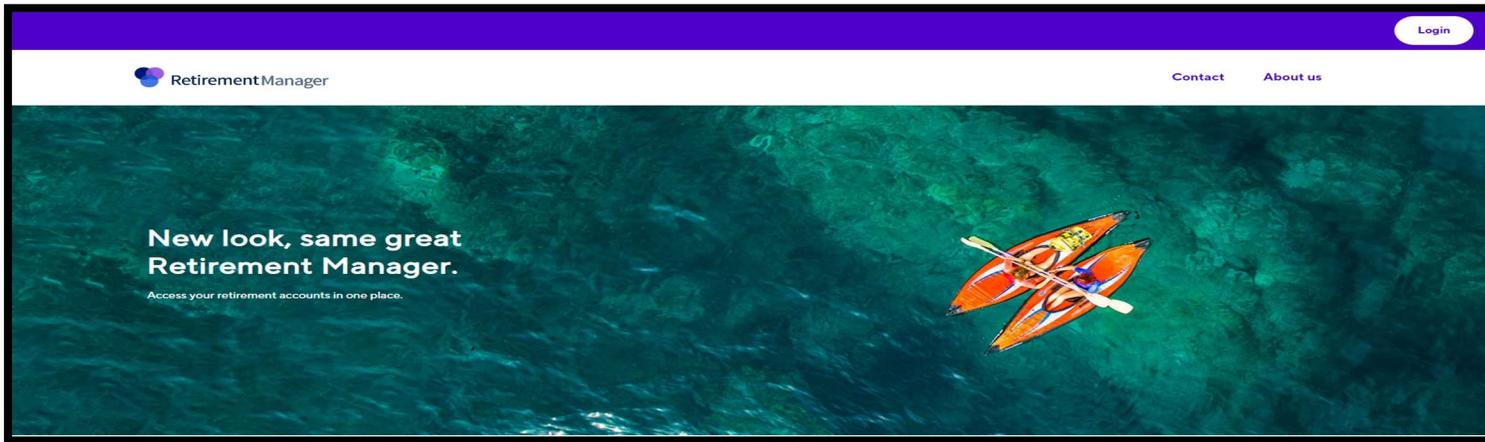


Retirement Manager Log in Users Guide

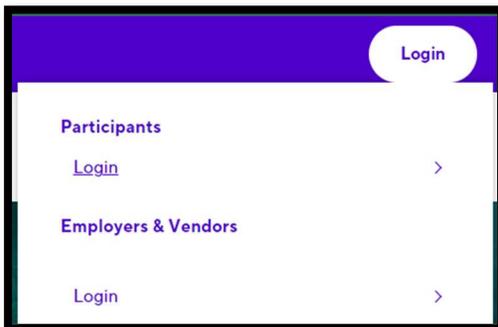
Participants Edition

URL: <https://www.corebridgefinancial.com/rs/myretirementmanager>

Main Welcome Page



Click **Login** Icon and select **Participants (Login)**



Takes User to Login page

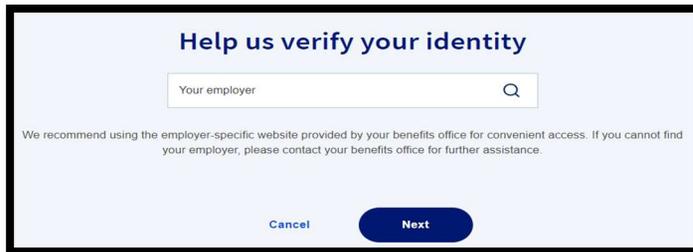
*****If user has established a security profile, please enter the existing user ID and password, and follow the next steps *****

New Participants/ 1st time users will need to create and establish a security profile prior to using Retirement Manager.

[First time user? Get started](#)

This is done by selecting [First time user? Get started](#) link at the bottom of the Login page (as shown above)

User(s) will be asked to verify their identity; this is accomplished by 1st entering the name of the employer. Just type in a few letters and the dropdown menu will populate the list of names matching your entry

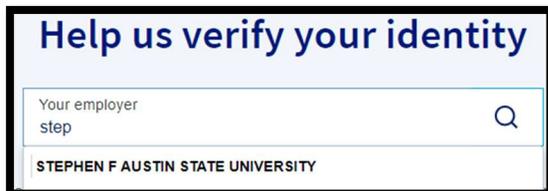


For University of Texas (UT) > **enter UT (Space)** and the names of the UT institutions will appear in the dropdown menu



> Select your specific campus of employment from the dropdown menu

For Stephen F. Austin State University > **Enter (Step)**



Select Stephen F Austin State University

User(s) will be redirected to the “Let's start with the basics,” where user will need to enter the following pieces of information.

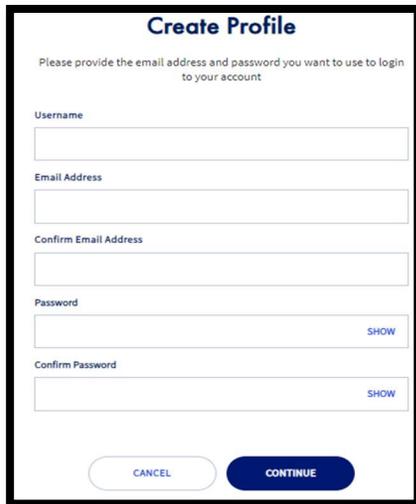
The pieces of information to enter will need to match the information stored in Retirement Manager



The screenshot shows a registration form titled "Let's start with the basics" with the instruction "Please enter the following information. All fields are required." The form contains four input fields: "Last name", "Birthdate (mm/dd/yyyy)", "Employee ID", and "Last 4 SSN". At the bottom, there are two buttons: "Cancel" and "Continue".

once information has been entered > click the **Continue** button to proceed to the next steps

User(s) will now be asked to create/confirm username, add/confirm email address (business or personal), and create/confirm password.



The screenshot shows a registration form titled "Create Profile" with the instruction "Please provide the email address and password you want to use to login to your account". The form contains five input fields: "Username", "Email Address", "Confirm Email Address", "Password" (with a "SHOW" link), and "Confirm Password" (with a "SHOW" link). At the bottom, there are two buttons: "CANCEL" and "CONTINUE".

The new username must be unique and cannot be shared with another user. Add additional characters as appropriate to ensure this value is unique. If the error states “Sorry, we cannot verify your information at this time” on the setup Username and Password screen, please try a different username. Additionally, no special characters should be used when creating the new username. This includes the asterisk (*) sign.

Please note that due to enhanced security a new Username and New Password are required with new minimum criteria

Username requirements:

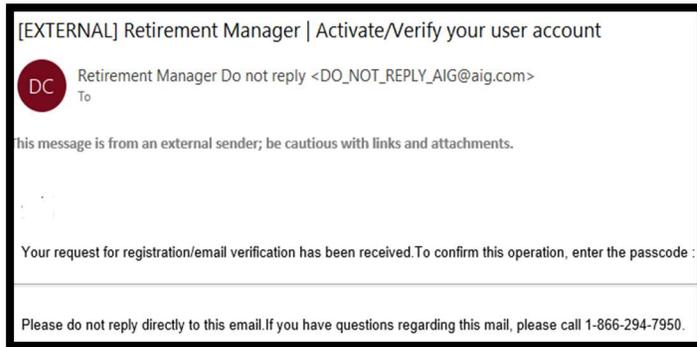
- At least 8 characters long and no more than 50 characters long
- A number is required but cannot include more than 3 consecutive numbers (values)
- Cannot include spaces or */\ ; () ' " < >

Password requirements:

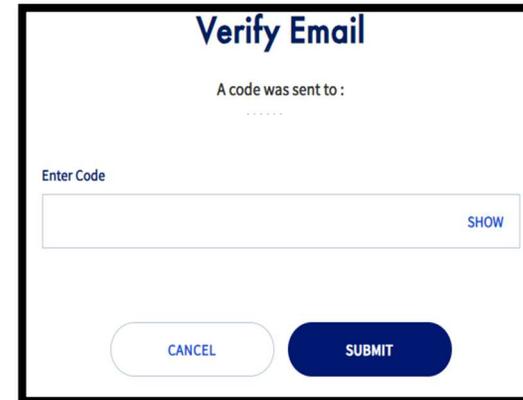
- At least 8 characters long and no more than 50 characters long
- One upper case letter and one lower case letter
- Include one symbol EX: @ # \$ % ^ & * ? or -
- At least one number and no more than 3 consecutive values
- No white spaces allowed

once information has been entered > click the **Continue** button to proceed to the next steps

You will be prompted to validate your identity using email and a one-time temporary password (OTP). The email address should be verified before requesting the OTP and may take several minutes to receive this code, depending on the user email system.

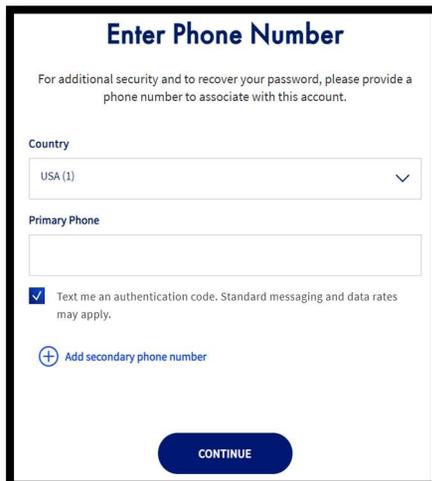


Enter 6-digit code from email

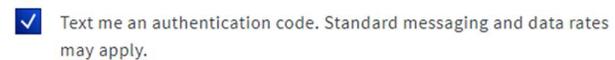


Submit

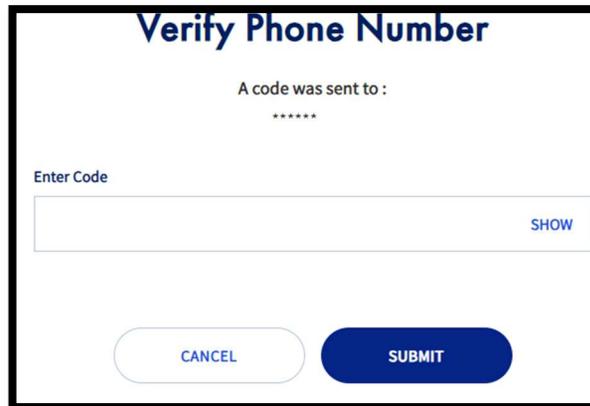
A secondary phone verification is also needed using either text message or automated phone call verification. You can add a mobile number in the verification process if a text message is preferred. For numbers that cannot receive text messaging, please select the automated phone call option, and follow the prompts during the call to complete the verification. Please verify the email address and phone numbers if the OTP code is not received.



To receive codes via Text > check the box



> continue



Verify Phone Number

A code was sent to :

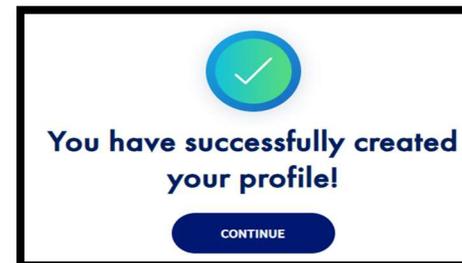
Enter Code

SHOW

CANCEL SUBMIT

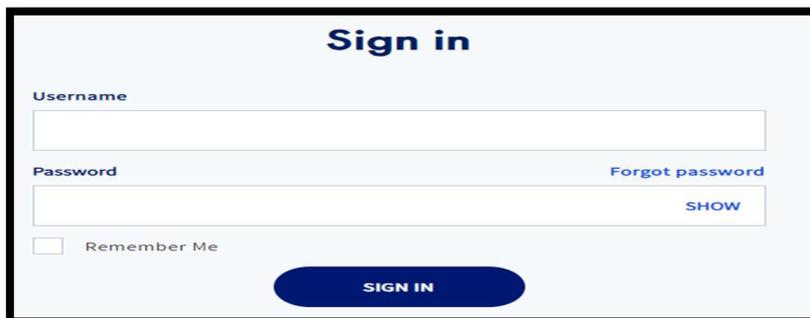
User (s) will be asked to verify phone number

> Input code received via Test Message



Once the verification steps are complete, user will see a successfully created profile message

The user needs to log in with the new credentials to validate recently created information in the database. Simply use the new credentials and log in to navigate to the application home page.



Sign in

Username

Password [Forgot password](#)

SHOW

Remember Me

SIGN IN

User(s) will need to agree to the “Terms of Use”

Terms of Use - Employee

As a plan participant, you have been directed to this special Site, which is housed on a secure Internet server, so that you can authorize plan-related activity and access certain services and content relating to your retirement savings plan(s) offered by and through your Employer. This Terms of Use will govern your use of the Site. This notice contains important information that you are entitled to receive before you consent to plan-related activity through the Site. Please read this notice carefully and print a copy for your files.

You may directly access the complete discussion of each topic in this Terms of Use by using the hyperlink indicated for each:

- Definitions - important words or phrases used throughout this document
- Conditions of Use - your responsibilities for using the Site
- No Warranties - is provided as is on the Site without warranties
- Limitation of Liability - explains the extent of VRSCO's and your employer's liability for your use of the Site
- Access to Password Protected/Secure Areas - only you and other Authorized Users will be able to access your electronic records stored in and accessed through the Site
- Restrictions on Use of Materials - explains how you may and may not use the Site
- Notices Relating to Documents Available on This Site - you are restricted in how you may manipulate or modify information on the Site because it is VRSCO's and/or your employer's intellectual property
- Confidentiality - VRSCO keeps your information confidential and secure
- The Site Does Not Provide Financial Advice - neither the Site nor any information posted on the Site is an offer of financial advice to you
- Contact and Notification Information - provides contact information in case you have questions about the Terms of Use or technical difficulties using the Site, as well as additional contact information for users in California, per California law
- Agreement to use Electronic Records and Signatures - your user ID and password will act as a legally binding signature and your consent to use the Site
- Electronic Consent - your acknowledgement that you have read the Terms of Use and consent to the use of this Site

DEFINITIONS

For purposes of this Terms of Use: 'Another's Data' means any content or data that

I disagree

I agree

After agreeing to teams of use, participants will redirect to their home page.

Participant Home Landing Page

I want to

select option



Welcome Test Participant

Check out your retirement plan overview.

Total current balance

\$0⁰⁰

Optional Retirement Program (Post 1996)

[View plan details](#)



[View more](#)

UTSaver DCP

[View plan details](#)



[View more](#)

UTSaver TSA

[View plan details](#)



[View more](#)



Should I dip into my retirement savings?



Helpful contacts

Benefit office and investment providers

To connect with your benefit office, please contact:

[Benefits Office Contacts](#)

View contact information for each of your investment providers:

[View investment providers](#)

Retirement planning tools

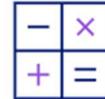
Education Center

Get our latest insights about retirement planning and savings.



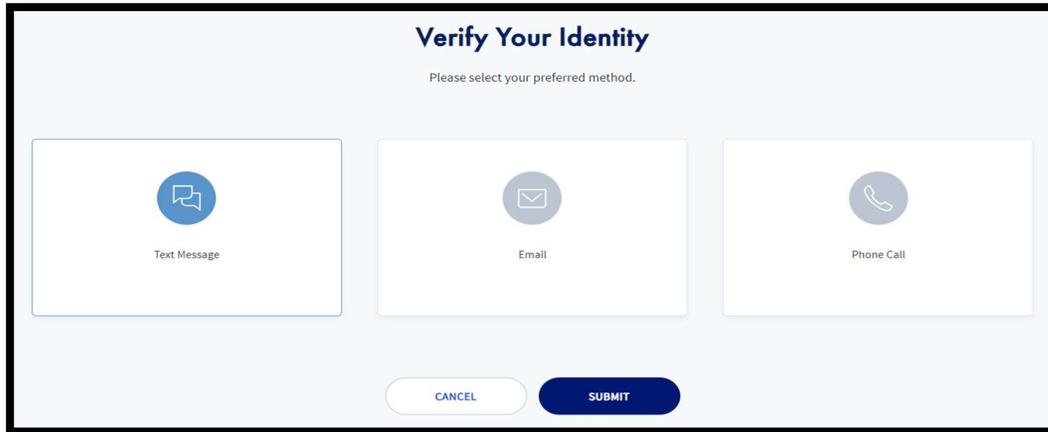
Do you have enough retirement savings?

Estimate your future income using our retirement planning calculator.



Please note: University of Texas has established a Single Sign On process through the Benefit Focus Portal where the user can click a link and will be automatically signed into Retirement Manager. This is part of the UT intranet, please reach out to your benefit office for the instructions to the Benefit Focus Portal

The new security enhancements are designed to keep your information safe and the next time user attempts to log into Retirement Manager a challenge may be given to verify user to ensure only verified users can successfully complete the login process



The screenshot shows a 'Verify Your Identity' screen with the instruction 'Please select your preferred method.' Below this are three selection boxes: 'Text Message' with a speech bubble icon, 'Email' with an envelope icon, and 'Phone Call' with a telephone handset icon. At the bottom, there are two buttons: a light blue 'CANCEL' button and a dark blue 'SUBMIT' button.

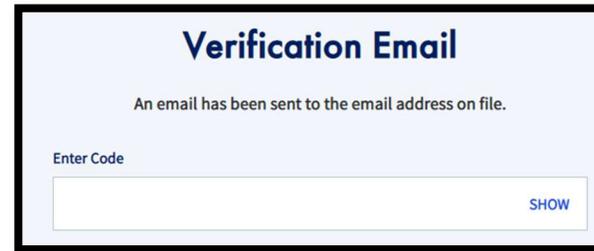
select the option to receive the code and submit

Based on users' selection a code will be sent



The screenshot shows a 'Verification Text' screen with the message 'A text message has been sent to the mobile number on file.' Below the message is a text input field labeled 'Enter Code' and a blue 'SHOW' button.

Text Message



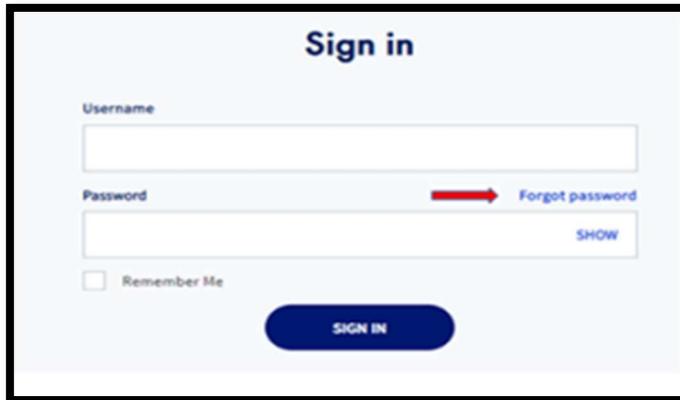
The screenshot shows a 'Verification Email' screen with the message 'An email has been sent to the email address on file.' Below the message is a text input field labeled 'Enter Code' and a blue 'SHOW' button.

Email

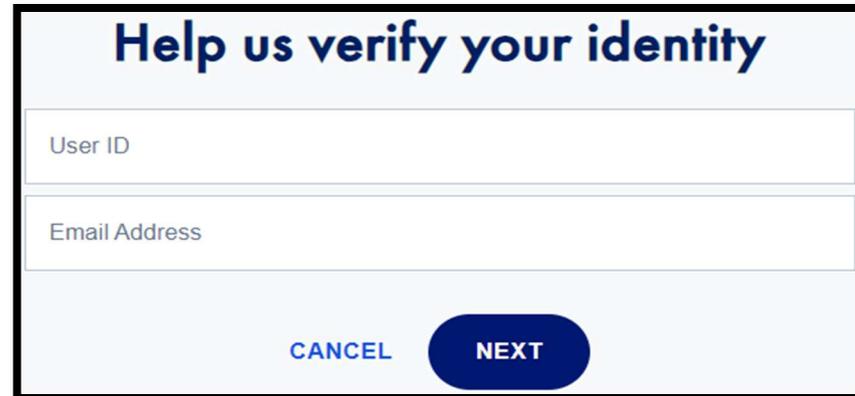
*****Enter the 6-digit code received via Text Message, Email or Phone call and submit*****

If I cannot remember my password

A **“Forgot Password”** link is provided on the login screen that you can select. You will be asked to enter the username and email address used when the profile was created. Following this step, an email or phone verification will be sent, and you will be prompted to create a new password once verified

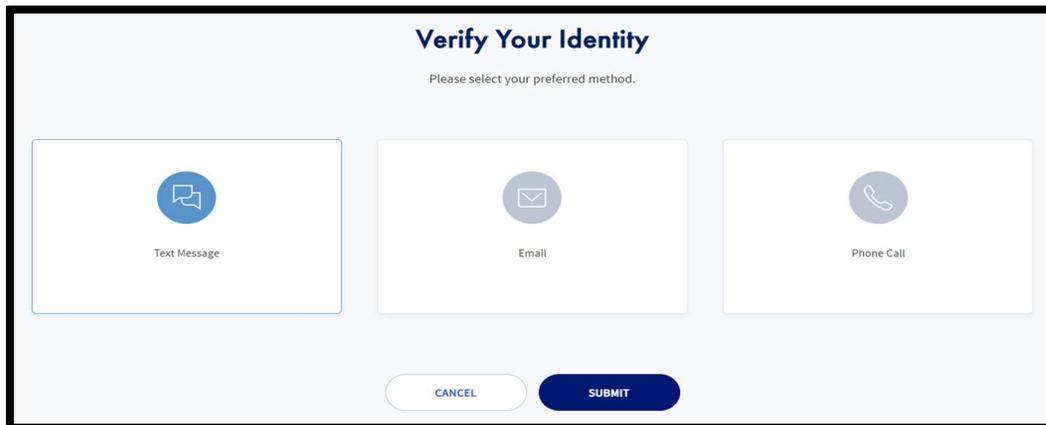


The 'Sign in' screen features a light blue background. At the top, the title 'Sign in' is centered. Below it, there are two input fields: 'Username' and 'Password'. A red arrow points from the 'Forgot password' link to the password field. A 'SHOW' link is located to the right of the password field. At the bottom, there is a 'Remember Me' checkbox and a dark blue 'SIGN IN' button.



The 'Help us verify your identity' screen has a light blue background. The title 'Help us verify your identity' is at the top. Below the title are two input fields: 'User ID' and 'Email Address'. At the bottom, there are two buttons: a light blue 'CANCEL' button and a dark blue 'NEXT' button.

>



The 'Verify Your Identity' screen has a light blue background. The title 'Verify Your Identity' is at the top, followed by the instruction 'Please select your preferred method.' Below this are three selection cards: 'Text Message' (with a speech bubble icon), 'Email' (with an envelope icon), and 'Phone Call' (with a telephone handset icon). At the bottom, there are two buttons: a light blue 'CANCEL' button and a dark blue 'SUBMIT' button.

Select option to receive code

Once code is received, entered, and accepted > user will be redirected to create new password

Reset Password

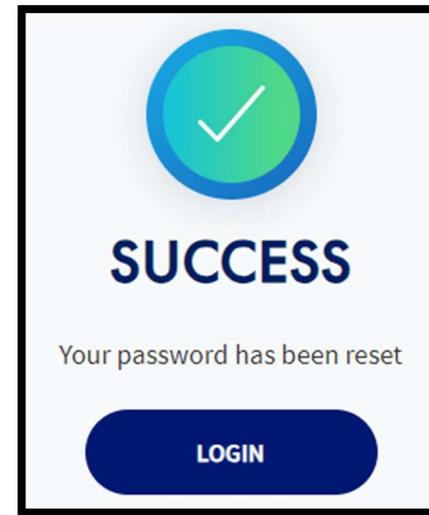
New Password

[SHOW](#)

Confirm New Password

[SHOW](#)

[CANCEL](#) [SAVE](#)



Success message will appear once new password is inputted and accepted. Click Login to be taken to login page and enter username and newly created password