

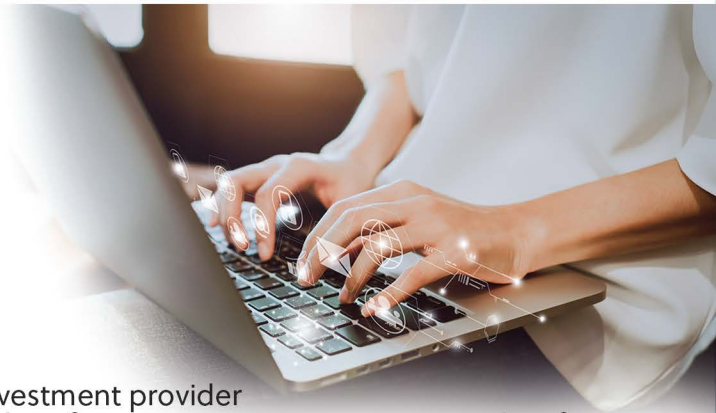
OMNI Updates

2nd Quarter 2020

Providing a Better Understanding of Your Tax Deferred Retirement Benefit

How to complete and submit your Salary Reduction Agreement with ease using our Online SRA submission process!

OMNI prides itself on providing full-service Salary Reduction Agreement (SRA) administration that includes direct electronic submission of SRAs to OMNI and the ability to track forms submitted. SRAs can be completed and submitted online at OMNI's website at www.omnicomply.com. See our step-by-step guide on how to complete, submit, and track your SRA as well as other transaction forms.



Step 1

Contact a participating 403(b)/457(b) investment provider to establish your investment account. A list of participating investment providers for your employer is available on your organization's Plan Detail Page. After working with your investment provider to establish your account and select investment vehicles, you will then need to complete an OMNI Salary Reduction Agreement (SRA) to initiate your deductions.

Step 2

Go to www.omnicomply.com and click on **Employees**. From the drop down menu choose **Start | Change Contributions**.

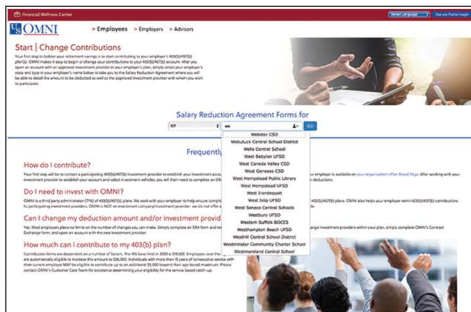


*Plan Detail Page

You can also reach your plan detail where you will find all information associated with your districts plan.

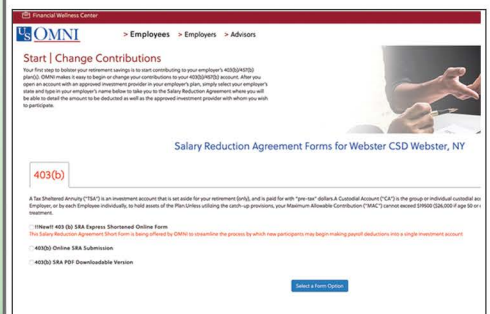
Step 3

Select your state, type in name of your employer in the **"Employer Plan Info."** box and click **"GO"**.



Step 4

Choose the SRA format of your preference. OMNI now offers a 403(b) SRA Express Shortened Online Form and Online SRA Submission form. While not as popular, OMNI offers a downloadable SRA.



Track Form

Once you've submitted the form, you will receive a transaction confirmation number. Within 24 hours, you will be able to track the status of your form through the **"Track Forms"** page on OMNI's website. See the back of the page for step-by-step form tracking process.

Our customer service team is available to assist employees in completing the forms and can be reached at (877)544-6664 Monday through Friday from 7:30 am – 8:00 pm EST.

By selecting **"403(b) Online SRA Submission,"** you will be directed to supply the information requested in a three-step process.

