How to Enroll

STEP 1 – Log in to Retirement Manager (https://www.myretirementmanager.com/)

First-time users will need to click I'm a New User to establish a password.
- Enter your Employee Unique ID (assigned by your employer)
- Create a new password
- Click Submit

- If you are not a new user and have forgotten your password, click I Forgot My Password to assign a new password.

STEP 2 – After logging in, click on the Enroll/Make Changes tab at the top of the page.

STEP 3 – To enroll:
- Enter your e-mail address (you will need to re-enter it to verify)
- Identify the effective payroll date
- Enter either the % of your pay or the $ amount
- Select the vendor(s)
- Click the Submit button