

To make changes to your UT Retirement Programs follow these simple steps

These instructions are for those employees with existing ORP, TSA and/or DCP accounts.

- 1 Log onto UT Retirement Manager: www.myretirementmanager.com.
- 2 Enter the following information to log on:
 - **User ID**
(If you cannot remember the User ID click: I Forgot My User ID and follow the instructions.)
 - **Click: Next**
 - **Enter Password**
 - **Click: Submit**
(If you cannot remember the established password, click on Forgot My Password, and follow instructions.)
- 3 Click: "Start or Change My Contributions."
- 4 Select a Plan: ORP, UTSaver TSA, or UTSaver DCP Enroll/Change.
- 5 Click "OK" on the Pop up Message.
- 6 Select Payroll Date for change to become effective, then click Next.
- 7 Choose "Ongoing Flat Dollar \$ Contribution" to be deducted **Per Pay Period*** or choose "Stop Contributing" (TSA and DCP only).
- 8 Enter the allocations to your selected financial providers, which will be deducted **EACH PAY PERIOD***.

For a list of approved providers, visit www.utsystem.edu/offices/employee-benefits/approved-providers.
- 9 Click: Next.
- 10 To receive an email confirmation type in your email twice.
- 11 Read and approve Pop up Message.
- 12 Print Confirmation Details, if desired.

*Selected amounts are deducted each pay period. For those paid on a biweekly basis, there will be no more than two deductions per month.

For more information about the University of Texas system's retirement programs or providers, please visit www.utsystem.edu/offices/employee-benefits/ut-retirement-program or contact the Employee Benefits and Retirement Division.

You can follow the UT System Retirement Programs on Facebook at:

<http://www.facebook.com/pages/The-University-of-Texas-System-Retirement-Programs/377883987146>.

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