This online system pertains to 457(b) accounts only.
Dear Employee,

Killeen Independent School District is pleased to announce that enhancements have been made to the 457(b) Participant Agreement process as of October 1, 2020. On this date, new election requests will be submitted through an online system. This system is provided by our 457(b) Plan Administrator, TSA Consulting Group, Inc. (TSACG). The online process reduces the need for paper SRAs and allows 24-hour access for employees.

There are many benefits to the new SRA process:

- Employees simply visit [https://sra.tsacg.com](https://sra.tsacg.com) to access the online system.
- The system can be accessed 24 hours a day, 7 days a week.
- Employees can start, change, or stop a 457(b) Participant Agreement (SRA) at their convenience.
- Employees receive immediate online confirmation that their request has been submitted.
- Authorized Investment Provider Agents/Representatives can assist employees.
- A list of Authorized Investment Providers is available at [www.tsacg.com](http://www.tsacg.com)

Employees should review the information below to successfully utilize the online 457(b) Participant Agreement process:

1. Before completing the online 457(b) Participant Agreement process, you MUST have an account established with the Authorized Investment Provider of your choice.

2. Navigate to the secure website [https://sra.tsacg.com](https://sra.tsacg.com).

3. **Note that the SRA information entered via the online system will supersede and replace all prior 457(b) including the amounts, investment providers, and effective dates. Any election(s) you want to continue must be reflected or the election will be stopped.**

4. Employee Certification – You must confirm that you are eligible to participate in your employer’s plan. You will also be confirming that you have established your account under your employer’s plan with one of the Authorized Investment Providers. Click “Confirm” and then click “Submit”.

![Image of SRA Online System](https://example.com/sra_system.png)
Employer and Participant Information – If you have previously entered SRA information or TSACG has your demographic information archived in their system, most of your personal information will pre-populate. If your information is not currently in TSACG’s system, you will be able to add your record. Depending on the information displayed, be prepared to enter the following information:

- Employer’s State
- Employer’s Name
- Employee’s Social Security Number
- Employee’s Date of Birth
- Employee’s Name, Address, and Telephone Number

Part 2: Employer Information

If you cannot find the employer's state or employer's name above, please contact the SRA Processing department at 888-790-3786 option 5 to determine if we are the TPA for the employer.

5. Participation Agreement Information – You have the ability to start, change, or stop contributions. If you want to maintain an existing contribution(s), you will need to enter the information for that contribution in addition to any other changes you are making. Be prepared to enter the following information:

- Effective Date of the contribution(s)
- The total dollar amount per pay period for all contributions
- The investment provider(s) to whom you would like to contribute
- The Plan type
- The amount of a previous contribution, if any
- The new amount of your contribution

6. Salary Reduction Agreement Terms and Disclosures – Once you have clicked Finished, you will be asked to read and confirm that you have read the SRA terms. You will also be asked to acknowledge the SRA disclosures.
7. Submitting your SRA – After completing the terms and disclosures sections, you will be asked to confirm that you are not a robot, and then you can submit your SRA. TSACG will forward your contribution information to us, and you can print a copy of the SRA for your records. Providing your account(s) is established with your investment provider, no further action is required.

Should you have any questions regarding the process, please contact TSACG’s SRA Department at 888.796.3786, option 5.