

**Follow the below instructions to complete an online 403(b) Salary Reduction or 457(b) Participation Agreement.**

1. Before completing the online 403(b) or 457(b) Enrollment process on the Aggregated Records and Transactions (ART) system, you **MUST** have an account established with the 403(b) or 457(b) authorized Investment Provider of your choice.
2. Navigate to the website <https://www.tsacg.com>.
3. Disable any Internet “Pop-Up Blocker” software before proceeding.
4. The ART system can be accessed via the “Art Login” box located on the right hand side of the home page.
5. Log in with your assigned User ID and Password. (If this is your first time logging into the system, your User ID will be your Social Security number (XXXXXXXXXX), and your Password will be your Date of Birth (MMDDYYYY). You will then be prompted to set up a new User ID and Password that should be different from the default.)
6. Once you have successfully logged in to the ART system, select the plan and then click on the “Services” tab found in the top menu.
7. Hold the mouse over the “Services” down arrow on the right side of the screen.
8. Click on “Salary Reduction Agreement”
9. Read the “Salary Reduction Agreement” section before continuing.
10. If you have a current deduction the source and amount will be displayed.
11. Select one of the following:
  - Cancel SRA
  - New SRA
  - Edit SRA
12. If you’re changing or stopping your current deduction you will make the change on the next page and then select “Submit” to change or “Confirm” and “Confirm” again to stop your deduction.
13. If you’re starting a new deduction and have selected “New SRA” follow the instructions on the next page where you will indicate the dollar amount or percentage you would like deferred from your paycheck each pay period. These funds will be sent to your chosen 403(b) or 457(b) Authorized Investment Provider(s) until you submit a change or stop your contributions via the ART system.

- NOTE: Full time and part time benefits eligible employees will be able to designate a set dollar amount to contribute to their 403(b) or 457(b) account on a per payroll basis.
- a. After indicating your chosen contribution amount as well as the effective date for new deductions, click “Continue” to be directed to the next page.
  - b. Select a Provider and click “Continue”.
  - c. You must check the box to confirm you have established account(s) with the selected Authorized Investment Provider(s) and enter the total value to be deducted. Then click “Continue”.
14. Hold the mouse over the “Services” down arrow on the right again and click on “Transaction Certificate History”.
  15. All your Transaction Certificates will be displayed on this page. To open one of the certificates you may click the envelope icon. The Transaction Certificate that opens can be saved or printed.
  16. You can now log out of the program.