



403(b) Administration by Benetech

eBenefits Resource™ from Benetech, Inc., will be the primary source for your 403(b) administration needs. This site features many forms and resources related to your 403(b) account.

1. Go to <https://www.ebenefitsresource.com/beneweb/btlogin2.pgm>
2. Click “**Create Account**” on the left side of your screen. The “**New Account Set Up**” screen will appear. Enter the requested information. Be sure to select a password you will be able to remember, as you will need it to access your account in the future. All information is required. If you do not have a valid e-mail address, enter “None”. Please note; you must be pre-enrolled in **eBenefits Resource™**. If you receive an error message stating that you must be pre-enrolled please contact your payroll department to ensure that they have entered you into the system. Once they have done so, you may then create an account.
3. Log into **eBenefits Resource™** from the “**User Login**” screen.
4. Once you are logged in, select “**My 403(b)**” from the menu on the left of the screen. This is where you will be able to access a variety of information, forms and resources related to your 403(b) account. A description of each area within the website is below:
 - **Home Screen:** Provides information on recent and historic contributions, including the date the contribution was processed. You may also access the District’s Approved Service Providers, view your current 403(b) elections, view your Benetech contacts, and obtain the District’s 403(b) Plan Provisions by clicking on the appropriate link on the left side of the home page.
 - **My Account:** Displays your demographic information.
 - **Reports:** Allows you to run numerous reports relating to your 403(b) account, including a report to display all contributions processed by Benetech (Contribution Processing Report), a report of all past forms submitted via e-Benefits (Operational Forms Report) and a report showing past deferral changes (Deferral Changes Report).
 - **Operational Forms:** All 403(b) transactional paperwork is located here. You can complete a Salary Reduction Agreement (SRA), Distribution Request, Plan-to-Plan Transfer Request, Loan Request, Hardship Distribution and Contract Exchange form within this area.
Please note: When completing any of the above forms, you must complete the form in its entirety and submit using the same password you use for your eBenefits log in.
 - **Submitted:** Displays all past requests submitted via e-Benefits.
 - **Education:** Provides information relating to 403(b) accounts and includes an extensive document library, Frequently Asked Question guide and Maximum Allowable Contribution (MAC) Calculator to determine the amount you’re eligible to contribute for the particular calendar year.

In addition to accessing all of the above information, you can send a secure email to your Benetech contact via e-Benefits by choosing “Send Email” on the home page.