457(b) Plan Enrollment Instructions

RECOMMENDED BROWSER FOR A PC IS INTERNET EXPLORER
RECOMMENDED BROWSER FOR A MAC IS SAFARI

These are instructions for first time users creating a 457(b) account with Bastrop ISD. If you have a 457(b) account already in our system, please proceed to instructions for logging in with SSN and last four of SSN. If you have an FSA/HSA account, this log-in procedure is not the same. FSA/HSA accounts can be viewed at www.region10rams.org.

1. Go to www.region10rams.org to set up your salary deferral (contribution amount) and allocation. Click on the green “Login” button at the upper right corner.

2. From the navigation bar, select “B” then select “Bastrop.”
3. Select the “457(b)” tab.

4. Select “Register.”

3. Enter the plan password **b astr457** (case sensitive).

4. Select “Begin.”

5. Enter your Social Security Number (no dashes).

**NOTE:** You must **CLICK** on the “Continue” button (you must manually click on the “Continue” button. Hitting “enter” on the keyboard will NOT allow you to properly move forward).

If the website states that “a user name and password already exists,” then proceed with the following steps:

A) Enter your Social Security Number as the username, and the last four of your social as the password  
   **For example:** Social # 123-45-6789  
   **Username:** 123456789  
   **Password:** 6789

B) If you are still unable to login, please call (800) 943-9179.
6. Upon entering the site, you will move through five steps:

a. Personal Information
   • Enter your personal information and click “Save and Continue.”

b. Beneficiaries
   • Click “Add Additional Beneficiary.”
   • Enter in the Beneficiary information and click “Next.”
c. Contributions
- Select your Action from the drop down box—either the Pretax or post-tax Roth contribution type.
- Enter the contribution dollar amount per pay period.
- Click “Next.”

Please note that the contribution amount is the amount you want deducted from your paycheck EVERY pay period.

d. Investment Elections
- Select the Source of Money in which to apply the allocation.
- Apply the percentage of your contribution to the investment of your choice.
- The elections must total 100%.
- Click “Next.”
e. Confirmation

- Please confirm that all information is correct, including your investment election, and click “Finish.”

Congratulations, your 457(b) account has been created. Additionally, the contribution amount to be deducted from your paycheck will be communicated to your district.

Please call JEM Resource Partners with any questions or concerns to help you set up your account (800) 943-9179.