

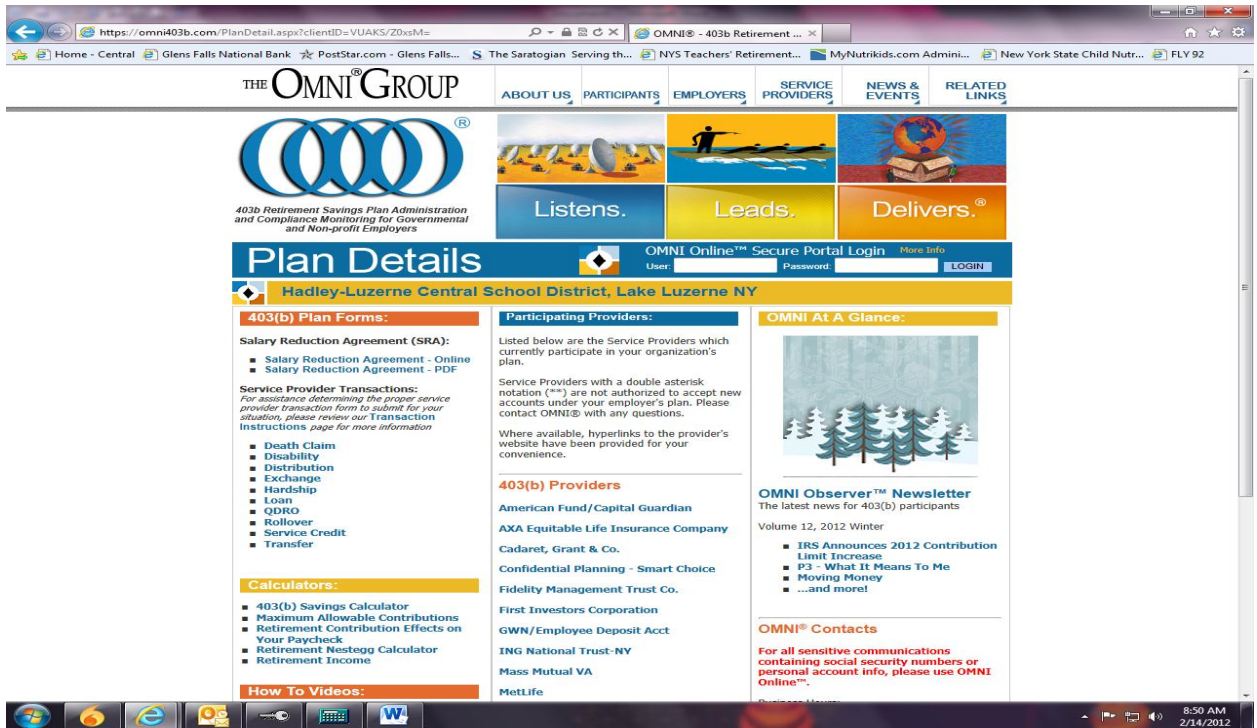
You indicated on the employment forms you filled out that you were interested in the 403B program we offer here at Hadley-Luzerne. In order to sign up for this you need to go to Omni403b.com (see below)

The screenshot shows the homepage of Omni403b.com. At the top, there's a navigation bar with tabs for 'ABOUT US', 'PARTICIPANTS', 'EMPLOYERS', 'SERVICE PROVIDERS', 'NEWS & EVENTS', and 'RELATED LINKS'. Below this is the Omni Group logo and a tagline: '403b Retirement Savings Plan Administration and Compliance Monitoring for Governmental and Non-profit Employers'. A 'Welcome' banner includes a 'Secure Portal Login' field with 'User:' and 'Password:' labels and a 'LOGIN' button. A large banner for 'OMNI P3 Has Arrived.' features a train illustration. The main content area is divided into several sections: 'Click Here for OMNI FORMS' with contact information (Email: serviceinfo@omni403b.com, Toll-free: 1.877.544.OMNI (6664), Business Hours, Fax Numbers); '403(b) Industry News' with a sub-section for '2012 403(b) Plan Limits' (Release Date: October 21, 2011) detailing IRS changes; 'Plan Participants' with links to Forms, Calculators, Tutorials, and News & Information; and 'Testimonials' with a quote: 'I just wanted to let you know...'. A 'more contact info' link is also present.

Choose participants on the top in the blue. When you choose that tab you will see .....

The screenshot shows the 'Participants' page on Omni403b.com. The 'PARTICIPANTS' tab is selected in the navigation bar. The page layout includes: 'Employer Plan Info' with instructions to select a state and enter the employer name, followed by a dropdown for 'EMPLOYER STATE' and a text field for 'EMPLOYER NAME'; '403(b) Plan Forms' with links for 'Salary Reduction Agreement (SRA)' (SRA - Online, SRA - Adobe PDF) and 'Service Provider Transactions' (with a note to review transaction instructions); 'What is a 403(b) Plan?' with a definition and a link to the IRS website; and 'OMNI Observer Newsletter' (Volume 12, 2012 Winter) with a list of topics: 'IRS Announces 2012 Contribution Limit Increase', 'P3 - What It Means To Me', 'Moving Money', and '...and more!'. A 'Frequently Asked Questions' section is also visible at the bottom.

Here right under the participants you will see Employer Plan Info....choose Employer State NY and then start typing Hadley and our school will come up, click on the name and then show details; it will bring you to another screen that shows our participating providers in the middle column...see below.



Once you get to this participating providers screen you can choose one of the blue links of the company and get their contact information. Contact the company, set up an account and they will then fill out an SRA (salary reduction agreement) form and send it into Omni or you can bring it to me and I will send it to them. Once they get the form and set things up, they will send me an email and I will begin deducting the amount you choose from your paycheck. You can either do a percentage or an amount.

Please let me know if you need any further information or help.

Thanks

Cindy Woodcock