

Effective 4/1/2014, all retirement elections will be online at <http://rollins.trsrretire.com>. The following are step-by-step directions to log in and manage your account.

Logging In

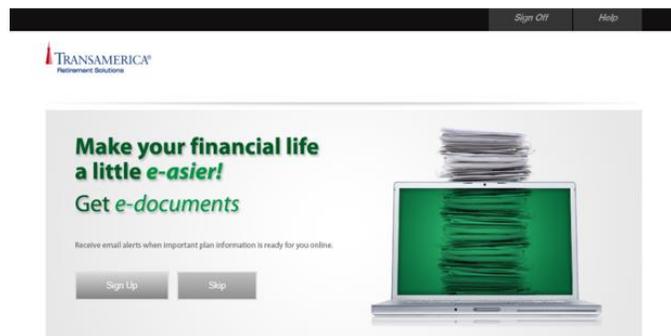
1. Go to <http://rollins.trsrretire.com>
 - a. You don't have to log in to schedule an appointment with an on-site Transamerica representative. Click on "Schedule an Appointment" to get started.
2. Enter Username and Password and click on "Sign In"
 - a. If you forgot your username or password, click on "Forgot your ID or password?"
 - b. If you are a **New User**, Click "New User?" to set up your account. Please note: It may take 2-3 weeks after your Rollins hire date for Transamerica to have your information on file for you to create an account.



Setting Up Your Contributions and Allocations

Once you set up an account, the system will walk you through the enrollment process:

1. You will have the option to sign up for e-delivery of documents. Either click "Sign Up" if you want documents emailed to you, or "Skip" if you want mail.



2. Your information will be populated, based on what is on file with Human Resources. If your information is incorrect, please send an email to: humanresources@rollins.edu

Account: Rollins College Retirement Plan (TA069548 00001) | Balance: \$0.00

Your Contact Information

If you would like to make a change to your address, please contact your employer. The following information is on file.

Address: Non-U.S. Street Name
 City State Zip

Phone: Mobile Receive text messages about your account
 Daytime Extension
 Evening Extension

Email Address:
 Re-type Email Address:

3. Enter your contribution election. The “Employee Voluntary” Amount will be displayed first. This is the amount you can contribute before you are eligible for the match, or the amount you contribute over the first 3% that you contribute that is matched by Rollins. Click on “More Options” to select the Employee Match contribution, or Roth after tax contribution. The Employee Match contribution is 0-3%, and determines what Rollins will contribute. The Rollins contributions are not shown on the site, but the following is the match schedule:

Employee Match Contribution	Rollins Contribution
0%	7%
1%	8%
2%	9%
3%	10%

Employee Voluntary Contribution	Rollins Contribution
0% - 10%	0%

Brighten your financial future
 Click a button below to choose how much to contribute to your account each pay period, using the investment strategy shown. (Click the appropriate "More Options" button for additional saving or investing choices.) Then click "Accept and Continue."

Contribution Rate/Amount

Contribution Type: Employee Voluntary

To choose more than one contribution type, click "More Options" above.

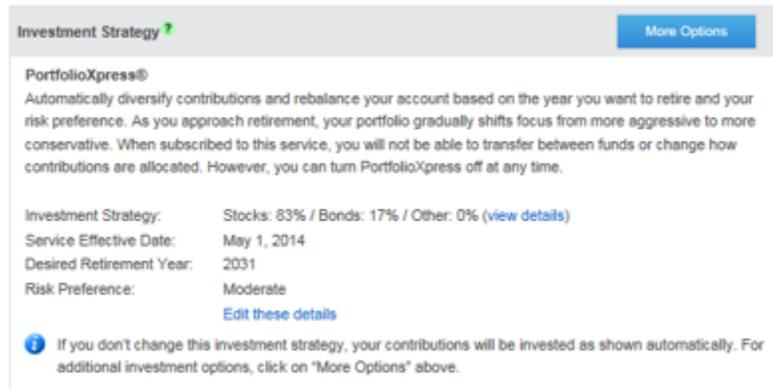
10% (recommended by many experts)
 5%
 3%
 Current Rate %
 Not Now

Your contributions will be applied to the Pretax type only. If you want to contribute to other types please click more options above.

Automatically increase my contributions each year.

Starting raise my contribution annually by % until it reaches %

- The default investment allocation is PortfolioXpress®. PortfolioXpress® automatically invests your contributions in the available Rollins Retirement Plan funds, based on your projected year of retirement. As you get closer to retirement, the portfolio automatically rebalances and becomes more conservative over time. You can edit the retirement date by clicking on “Edit these details”. You can opt out of PortfolioXpress® by clicking on “More Options” and selecting your own fund allocation.



- Review your account set up and make sure your allocations and contributions are correct. Changes will be reflected in your pay within 1-2 pay periods. Click “Continue” if correct.

Contribution Type	Min/Max	Contribution
Diehaus Emerging Markets Growth		5%
Personal Choice		3%
		0%
		0%
Totals		0%
Employee Voluntary	0 / 100%	0%
Roth 403(b)		0%
Totals		0%
Employee Match Election	0 / 3%	0%
Totals		0%

At the bottom of the table are three buttons: 'Cancel', 'Back', and 'Continue'.

Reminder:

“Employee Voluntary” contributions are contributions over the first 3% that are matched, or contributions if you are not yet eligible for the match.

“Employee Match Election” are employee contributions that are eligible to be matched by Rollins.

“Roth 403(b)” are after-tax contributions and cannot be matched.

The Rollins contributions are not shown on the site.

Example:

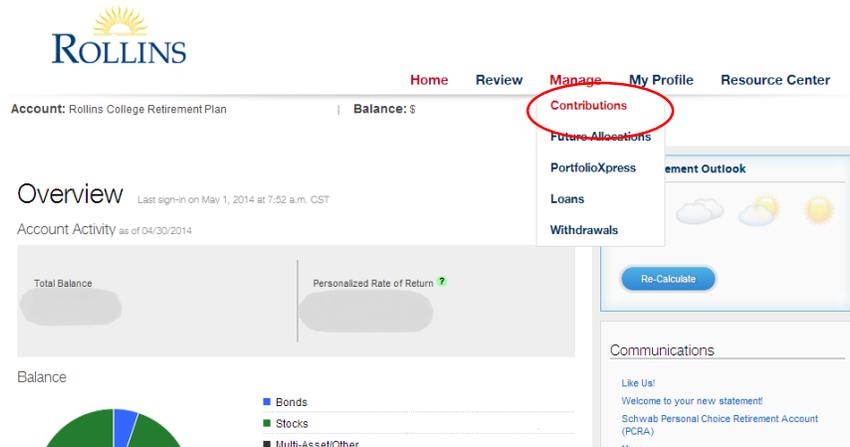
Employee Voluntary = 2%

Employee Match Election = 3%

Total employee contribution will be 5%, and Rollins contribution will be 10%

Updating Contribution Amounts

1. From your home page, hover your mouse over “Manage” and click on “Contributions”



2. Enter your contribution election and click “Next”. Reminder: “Employee Voluntary” contributions are contributions over the first 3% that are matched, or contributions if you are not yet eligible for the match. “Employee Match Election” are employee contributions that are eligible to be matched by Rollins. “Roth 403(b)” are after-tax contributions and cannot be matched. The Rollins contributions are not shown on the site.

Example:

Employee Match Election = 3%

Employee Voluntary = 2%

Total employee contribution will be 5%, and Rollins contribution will be 10%

Contributions

Your new contribution amount will be effective as soon as administratively feasible following the next scheduled biweekly data transmission to your payroll provider, May 14, 2014.



Save more automatically with Auto-Increase.

Build your retirement nest egg more quickly by automatically increasing your contribution rate each year.

Do you want to use Auto-Increase? yes no

		How Much to Save
Contribution Type	Min / Max Allowed	Contribution per pay period
Employee Voluntary	0% - 100% combined	0%
Roth 403(b)		0%
Totals		0%
Employee Match Election	0% - 3%	3%
Totals		3%

The following is the match schedule:

Employee Match Contribution	Rollins Contribution
0%	7%
1%	8%
2%	9%
3%	10%

Employee Voluntary Contribution	Rollins Contribution
0% - 10%	0%

3. Review your elections and click "Submit". Changes will be processed in 1-2 pay periods.

Contributions (Review and Submit)

Please review your elections below and click Submit to complete your request.

 Please note: This change affects your future contributions only.

Contribution Type	Contribution
Employee Voluntary	2%
Roth 403(b)	0%
Totals	2%

Employee Match Election	3%
Totals	3%

[Back](#)

[Cancel](#)


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[Submit](#)