

Your Future Begins Here



Online Enrollment and Web Access Guide

Keller ISD FICA Alternative 457 Plan

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Your Future Begins Here



It's never too soon to begin planning for your retirement. The question is where to begin. This guide will help you get started in the right direction.

Set-up Your Account In Five Simple Steps

- 1** Enter Your Personal Information
- 2** Designate Your Beneficiaries
- 3** Select Your Contribution Amount
- 4** Select Investments for Your New Contributions
- 5** Review & Confirm Entries

Go to page 4 to begin enrollment.

KellerISD has considered the challenges employees face every day and has committed to helping you build a secure financial future by sponsoring a Retirement Plan. This program offers several unique characteristics to allow you the greatest benefit for your retirement needs, including a choice of high quality, low-cost investment options, salary deferral features, and employer contributions. These features are all available through a web-based program that allows you to manage your account on a 24/7/365 basis.

Online enrollment in the Plan is easy. Just follow the simple step-by-step instructions prompted on the Plan's website and select from the list of investments provided for your account. Specific steps to create secure access through the participant web portal are provided in this Enrollment and Web Access Guide.

In addition to the web options, you may contact the Service Team we've organized to assist you in the management of your account and solutions to your questions relating to the program.

This guide provides details of your Plan options, as well as guidance in creating and using your on-line account, navigating the website, and developing an investment strategy best suited for your individual needs.



Need Help?

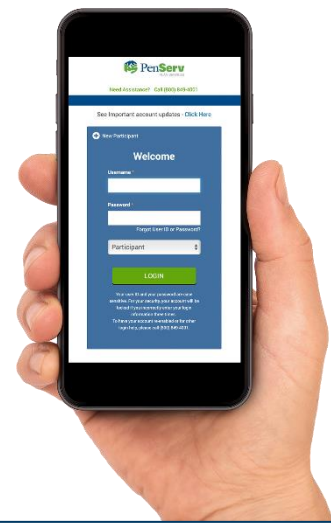
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Online Enrollment



Simply follow the step-by-step instructions for online enrollment. Once enrolled, select the investment options provided for your account, view your account balance, manage contributions and investments, and more — anytime, anywhere, from your desktop or mobile devices.

First-Time Access

First-time registration access to the Participant web portal will need the following information.

Plan's Website URL:
www.penserv.com/login

Choose Login Setting:
New Participant

Enter Your Plan Access Code:
kesdfica

Verify Your Identity:
Enter your Social Security Number

To Enroll Online You Need



Computer or Mobile Device with a current web browser.



A phone number and email address is required for communications about your account



Beneficiary Information is required, including:

- Date of Birth
- Mailing Address
- Relationship Information

Note: If you are married and will name someone else other than your spouse as your primary beneficiary, additional action is required.

1 Enter Your Personal Information

Enter your Personal Information so we may service your retirement account efficiently and effectively. Click on the drop down menus to enter your User Name and Password, Security Questions and Contact Information. Both the user name and password are case sensitive, must be between 6-30 characters in length, and must contain alphanumeric digits.

Note: The password you enter for your account is secured by the system and should not be shared. Anyone with this information can access your account.

2 Designate Your Beneficiaries

Beneficiary information for your account is required. This information is necessary in the event your account needs to be distributed to your beneficiary(ies). Your designation can have important tax and legal effects. You may consult your tax advisor before naming a beneficiary to your account.

3 Set Your Deferral Elections

Select the amount to contribute each pay period. Annual limitation information is also provided. Select "Change" from the Action drop down list to indicate you are entering a new deferral amount. Enter the Pre-Tax Contribution amount to be applied to each paycheck.

4 Select Investments For Your Contributions

The investment election percentages you enter will be applied to the Money Source you selected. Please note, once you have completed the enrollment process, you can always change your investment election percentages.

5 Review and Confirm Your Entries

Please review the information you provided for the Plan. Be certain you check the entries carefully; the data will be used to establish permanent plan records and access to your account.

Now that you've enrolled, access your account 24/7 through the Plan's website URL using your Username and Password. Confirmation of your enrollment will be sent to the email address you entered during the Enrollment Process.

Commonly Used Terms

Contribution Limits

Each year, IRS announces the amount individuals may contribute under all salary deferral arrangements. Updates to these limits are available from the Plan website; current year amounts are included in the Plan Highlights page.

Rollover Contributions

At the discretion of the Plan Administrator, you may be permitted to deposit into your account, eligible distributions from another qualifying plan or IRA. This is called a “rollover” and may result in tax savings to you. You may instruct the Administrator of the distributing plan to transfer (a “direct rollover”) to this account any portion of the amount you're eligible to receive. If a distribution is paid directly to you from another Plan, you may elect to rollover any portion of the qualifying amount. You should consult your tax advisor to determine if a rollover is in your best interest.

Rollover Account

Your rollover will be applied to a separate “rollover account.” The balance in the rollover account will always be 100% vested. Rollover contributions will be affected by investment gains or losses. Amounts in your “rollover account” may be withdrawn at any time.

Enrollment Guidelines

The amount you elect to defer will be deducted from your pay in accordance with the procedures included with this Enrollment Guide. Such election will be effective as soon as administratively feasible after it is received by your payroll administrator and will remain in effect until you enter an election to modify or terminate your previous instruction. Changes to deferral amounts entered through the Plan website are captured on the Monday prior to each pay date. **Changes requested by the 15th of each month will take effect on the following pay period.**

Plan Investments

You'll be able to direct the investment of your entire account and choose from a broad array of mutual funds selected specifically for the Plan. The Participant web portal offers current and historical information on each fund and the Financial Advisor for your Plan is available if further assistance is needed. A list of investment options is included with this Guide.

Earnings or Losses

When you direct investments, your accounts are segregated for purposes of determining the earnings or losses on those funds. You should remember that the benefits you receive from the Plan will depend in part on your decisions. Gains, as well as losses, can occur and neither the Employer, the Plan Administrator, nor the Trustee is able to provide investment advice or guarantee the performance of any investment you choose. Periodically, you'll receive a benefit statement that provides information on your account balance and the investment returns. You should review your statement carefully and notify PenServ of any errors within 30 days after the statement is provided or made available through the website.

Plan Expenses

Below is a chart describing all the Plan related fees assessed to your account. Additional details related to fund fees are included in the fee disclosure posted in the forms section of the website.

Type	Fees	Frequency
Asset Fee	0.53%	Annual
Per Participant Fee	\$1.40	Annual

Your Plan Overview



The Plan is designed to provide options for part-time, seasonal or temporary employees to easily attain their retirement plan goals.

What is a FICA Alternative (OBRA) Plan

The FICA Alternative (OBRA) Plan is a savings program for employees who are not eligible to participate in the State Retirement System. The Plan also permits you to save part of your earnings on a PRE-TAX basis, which may lower your current taxable income and helps your long-term savings grow faster.

Important Facts About the Plan

The Plan is mandatory for all Non-Benefit Eligible employees. You are not required to enroll in the Plan; an automatic deduction of 7.5% of your gross pay will be withheld from your wages and invested in your account every pay period. You always own 100% of your Plan account.

Salary Deferral Contributions

You may also make Traditional Voluntary Pre-Tax contributions to your account. Additional details will be provided throughout this guide.

Age 50 Catch-Up Contributions

If you are at least age 50 or will attain age 50 before the end of the calendar year, you may defer an additional amount (called a “catch-up contribution”) to your Plan. Additional details will be provided throughout this guide.

Choose Your Investments

You have the option to select investments for your account from a group of mutual funds available in your Plan. Alternatively, if you prefer, contributions will be automatically invested in a Target Date Fund, based on your expected retirement age and date of birth. You may elect to make changes to your investments. As an added feature, you can now receive assistance from a professional financial advisor by contacting a Plan representative listed in this Guide.

Distributions from the Plan

You or your beneficiary are allowed to withdraw the balance of your account when one of the following events occur:

- Termination of Employment
- Retirement
- Death
- Change of Employment Status

Specific details of these provisions are included in the Plan Highlights.



What Is Pre-Tax?

When funds are contributed on a Pre-Tax basis, your current year taxable income is reduced by the amount you contribute before federal income taxes are applied. Later when you receive distributions, you will be responsible for paying taxes on the deferrals and earnings.

Plan Highlights

A number of documents, policies, and procedures control the provisions of your Plan. This Guide is a summary of the more important elements of the program and may be subject to further interpretation. Other features and restrictions may be applied and controlled by the Plan document. If you have further questions, please refer to the Plan Document.

Purpose of the Plan	Since you are a Part-Time, Seasonal, or Temporary employee included in a group of employees not covered by your employer’s existing retirement system (TRS), Keller ISD is required to provide an alternative Plan to ensure you have a retirement benefit when you leave the workforce. The Plan applies a 7.5% mandatory employee contribution that is withheld from your wages and contributed to an account in your name. You are able to fully control this account by selecting investment options from a list of high-quality mutual funds specifically selected by a professional investment advisor.
Eligible Employees	Employees who are not eligible to join the Texas Retirement System will participate in this Plan.
Entry Date	You become a participant in the Plan when you become an Eligible Employee of Keller ISD or if you become eligible through a change in your work schedule or position. Check with your Benefits Administrator for more information on this effects of a change.
Elective Deferrals	You may also defer up to \$20,500 of your annual salary. This amount may change periodically. Annual updates will be displayed on the website when changes are made by IRS. Participants who have reached age 50 during a calendar year, may defer an additional amount under the Age 50 catch-up provisions. For 2022, the limit is \$6,500.
Mandatory Employee Contributions	As a participant of the FICA Alternative Plan, 7.5% of your gross pay is deducted automatically from your paycheck and invested for you.
Deferral Change Date	Participants may change deferral amounts at any time through the Plan web portal. Changes will be applied to the first paycheck issued after the first business day of each calendar month.
Distributable Events	You may contact PenServ for assistance and additional information on the options available through the Plan. Generally, you will be eligible to receive a benefit payment if you meet one of the distributable events, including: <ul style="list-style-type: none"> • Termination of Employment • Attainment of Age 59 ½ • Employment Status Change (to a position covered by the state retirement system) • Disability
Rollover to an Eligible Plan	Electing a rollover will preserve the tax-deferral status of your account. Your distribution options will include the ability to rollover your balance to an IRA or another eligible employer plan. Your PenServ distribution specialist can assist you in this process.

Deferral amounts may change for future calendar years. Updates are generally published by IRS during the last quarter each year. Updates will be provided through the website when the information becomes available.

Selecting Investments



Your Plan offers a number of quality mutual funds with various characteristics. Factors such as risk, performance, and fund expenses are factors you should consider when creating a portfolio that best suits your individual needs. The funds you choose may affect the rate at which your account has the potential to grow, and the income that you'll be able to withdraw after you retire.

As you consider the choices in your Plan, there are several factors you'll want to consider:

Time Horizon

Determine how long you have to reach your goal. The sooner you begin your savings program, the more time you have to accrue your target amount. Markets typically rise and fall and the earnings will likely track those trends. As you move closer to your retirement date, you may want to restructure the composition of your investments and select funds designed to preserve your resources.

Risk Tolerance

A number of factors generally determine the level of risk you're able to accept. Risk measures a number of aspects relating to your investment choices. Understanding these components is key to determining the comfort level you expect with your investment choices. Since risk and reward are synonymous, investments with extraordinary rates of return may attract your attention; however, that fund may have volatile tendencies in an unstable market. If you would find this stressful, you may want to choose a less risky fund. Other factors to consider include inflation, individual issuer risk, and general market conditions.

Other Retirement Resources

You may have other retirement savings, such as individual retirement accounts (IRAs). When you choose investments for your Retirement Plan, you'll want to consider the investments in all your retirement programs, as well as your personal assets. For example, if you previously worked for another employer where you have accrued a sizeable benefit, you may be able to incorporate a greater level of risk in your Plan portfolio.

Your Plan has engaged with the services of a firm with the experience and expertise to assist you in this process. This includes group educational meetings and discussions focused to assist you with these important decisions.

Investment Funds List

This listing describes the new investment funds available to your 457(b) Plan account. Detailed information on each fund, including a simplified Fact Sheet and detailed Fund Prospectus, is available from the PenServ web portal.

Seq No	Fund Name	Fund Category	Quote
1	Wells Fargo Stable Value Fund Share Class C	Stable Value	WFSVFC
2	Goldman Sachs FS Government R6	Money Market-Taxable	FGGXX
3	JHancock Bond R6	Intermediate Core-Plus Bond	JHBSX
4	PGIM Global Total Return R6	World Bond	PGTOX
5	PGIM High Yield R6	High Yield Bond	PHYQX
6	Hartford Dividend and Growth R6	Large Value	HDGVX
7	Vanguard 500 Index Admiral	Large Blend	VFIAX
8	Principal Blue Chip R-6	Large Growth	PGBHX
9	Madison Mid Cap R6	Mid-Cap Blend	MMCRX
10	PIMCO RAE US Small Instl	Small Value	PMJIX
11	American Funds Intl Gr and Income R6	Foreign Large Blend	RIGGX
12	DFA International Small Company I	Foreign Small/Mid Blend	DFISX
13	American Funds New World R6	Diversified Emerging Mkts	RNWGX
14	Vanguard LifeStrategy Income Inv	Allocation--15% to 30% Equity	VASIX
15	Vanguard LifeStrategy Consvr Gr Inv	Allocation--30% to 50% Equity	VSCGX
16	Vanguard LifeStrategy Moderate Gr Inv	Allocation--50% to 70% Equity	VSMGX
17	Vanguard LifeStrategy Growth Inv	Allocation--70% to 85% Equity	VASGX
18	American Funds 2020 Trgt Date Retire R6	Target-Date 2020	RRCTX
19	American Funds 2025 Trgt Date Retire R6	Target-Date 2025	RFDTX
20	American Funds 2030 Trgt Date Retire R6	Target-Date 2030	RFETX
21	American Funds 2035 Trgt Date Retire R6	Target-Date 2035	RFFTX
22	American Funds 2040 Trgt Date Retire R6	Target-Date 2040	RFGTK
23	American Funds 2045 Trgt Date Retire R6	Target-Date 2045	RFHTX
24	American Funds 2050 Trgt Date Retire R6	Target-Date 2050	RFITX
25	American Funds 2055 Trgt Date Retire R6	Target-Date 2055	RFKTX
26	American Funds 2060 Trgt Date Retire R6	Target-Date 2060	RFUTX
27	American Funds 2065 Trgt Date Retire R6	Target-Date 2065+	RFVTX



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