

How To Make Changes to an Existing 403B

Log on to <https://www.omni403b.com>

Click on the purple participants tab

On the bottom left of next screen, enter Rhode Island in the **EMP STATE** field

Enter Coventry Public Schools in the **EMP NAME** field

Click on the **show details button** under the EMP NAME field

Click on the **Salary Reduction Agreement – Online** link

Enter RI in the **Employer State** field

Enter Coventry Public Schools RI in the **Employer Name** field

Enter your union hire date – contact HR/Payroll if you do not know your exact union hire date

Enter all your personal information in Part 2

If you are making a change to OR stopping your existing 403B, check the Recurring Contributions box in Part 3

In the **Plan Type** field choose 403(b)

In the **Service Provider** field enter the name of your annuity vendor

You can leave the **Account #** field blank because it's not a required field.

Enter the new salary reduction amount in the **AMOUNT** field. If you are stopping your annuity contribution, enter 0.00 in the **AMOUNT** field

In Part 4, on the bottom, enter your SSN then click **CONTINUE**

Then check the whole form over and in Part 4, on the bottom, re-enter your SSN and click **Submit to OMNI**

Print out a copy of your Submission Confirmation as it contains a tracking # confirming what you've just done. An email will be sent to the email address that you provided in the online change form also confirming what you've just done.

OMNI will generate a system email and send it to our Payroll department. If Payroll receives the email by the end of the day on Monday of a pay check week, the change happens for that paycheck week. If Payroll does not receive the email from OMNI regarding your change by the end of the day on Monday of a pay check week, the change will happen in Payroll for the next pay cycle.