



OLYMPIA COMMUNITY UNIT SCHOOL DISTRICT #16

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Administration Office

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Olympia South Elementary
Laura O'Donnell, Principal
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Olympia West Elementary
Dr. Nicole Rummel,
Principal
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September 4, 2009

Dear Olympia Employees -

We are pleased to announce that we are now using CPI Common Remitter and Compliance Services for our 403(b) compliance needs. CPI will be assisting Olympia CUSD #16 starting with the remittance of contributions to investment vendors.

If you currently have a 403b set up through Olympia's former Third Party Administrator, Gatekeeper, please follow the instructions below:

- A) Visit the following website <https://www.cpicrs.com/vieweroptions.htm>
- B) Click Employee Website and First Time User, then Click Continue
- C) Enter Identity Information and Plan # of 106004, then Click Submit
- D) Create a User and Password, then Click Continue
- E) Click Sign In
- F) Click Enroll Now
- G) Enter Email Address, Click Next
- H) Financial Tools Appear for your use, if not needed, Click Next
- I) Enter Your 403b Account #, Click Next (please use same account from Salary Reduction Agreement)
- J) Enter Your Salary Deferral Amount in Dollars, Click Next
- K) Enter the Deferred Amount into box, Click Next
- L) Review Information, then Click Enroll Now (print confirmation page for records)
- M) Logout then Log Back In
- N) Check Your Information Using the Participant Screen
- O) E-Mail(s) confirmations will be sent to the address you entered. Please save for your records.

The CPI Participant Website can be accessed 24 hours a day, 7 days a week. You can use the website to make changes in the amount you wish to defer, as well as other applicable fields. If you need assistance with the process outlined above, you can contact CPI's Participant Service Center at (877) 488-4040 from 7 a.m. to 7 p.m. Central Time, Monday through Friday.

As more information becomes available, we will share it on our website under the Business Section. If you have any questions regarding this information, please contact Kathy Kendrick at ext 1129 or as always, you can contact me at ext 1114.

Thank you for your patience as we work to meet new IRS guidelines.

Sincerely,

Andrew S. Wise

Andrew S. Wise, Ph.D.
Business and Operations Manager