



East Greenbush Central School District

ADMINISTRATION CENTER

29 Englewood Avenue, East Greenbush, New York 12061

Phone (518) 207-2536 Fax (518) 477-8124

How to open a 403B account or change an existing contribution:

1. Go to www.OMNI403B.com
2. Click on the employer tab (your plan page).
3. Select New York in drop down menu.
4. Start typing East Gree.... and we will pop up.
5. Once in the EGCS D page you will see our list of Participating Providers
6. There will be a link to each provider.
7. On your own or with your financial planner, open an account with the provider of your choice.
8. Once you have opened an account, get back into the EGCS D page on the OMNI website (steps 1-4).
9. Scroll to the blue box on the bottom (or on the right side of the page) click on "Start/Change Contributions".
10. Fill out and submit your Salary Reduction Agreement (the new short form SRA is recommended) indicating when you want the deductions (or change) to start and how much per paycheck you wish to contribute. Deductions are taken out of 20 paychecks per calendar year.
11. OMNI will then confirm that your account is ready to accept contributions and will notify Payroll. This usually takes 48-72 hours for new accounts and 24 hours for changes.