

OMNI PARTICIPANT WEBSITE INSTRUCTIONS

For Klamath Falls City Schools 403(b) Plan

In order to enable you, the employee, easy access to your 403(b) plan services, The OMNI Group provides a "Participant" section within their secure website.

To change your salary deferral contribution or to initiate transactions such as loans, distributions, etc.:

- Access website at www.omni403b.com.
- Click the purple "Participants" tab.

For the page that is specific to our district, go to the blue box in the lower left corner and fill in the boxes:

- State Box = "Oregon"
- Emp Name = "Klamath Falls City Schools"
- Click on "Show Details"

On the "Plan Details" screen, you will find:

- The district's list of approved vendors, with links to their sites
- Links to Salary Reduction Agreement/SRAforms in both paper and electronic versions. *Use these forms to make changes to your deductions.*
- Links to transaction paperwork

Please note: you will need your date of hire on some of the forms. Please contact the Business Office for that information, if needed.

If you do not have Internet access, have questions regarding the website, or want to make a request, please phone **the OMNI Call Center at (877)544-6664**.