

# 403 b Instructions

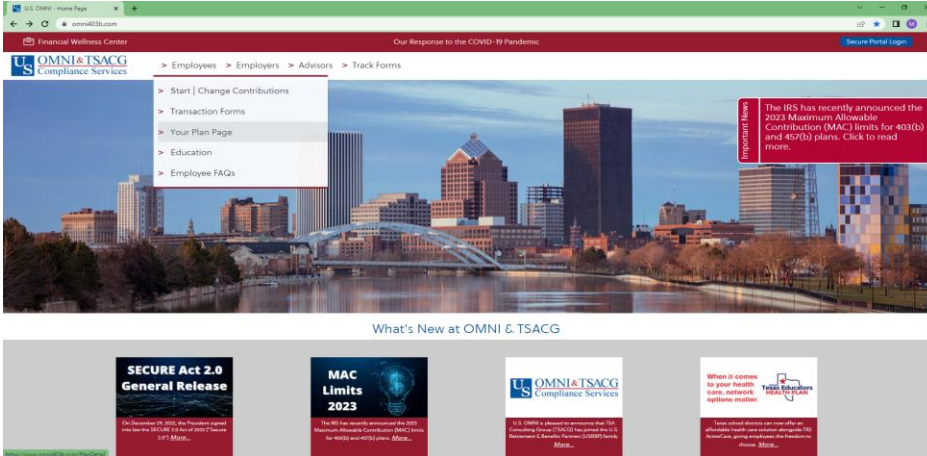
# OMNI

Call Center 877-544-6664

OR

Go to : <https://www.omni403b.com/>

Under Employees drop down select: **Your Plan Page**



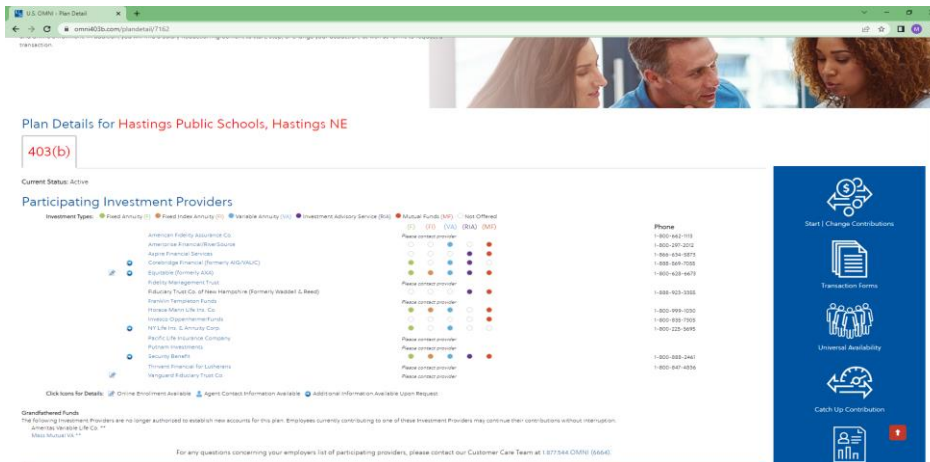
Select Employer State:

NE

Employer Name:

Hastings Public Schools

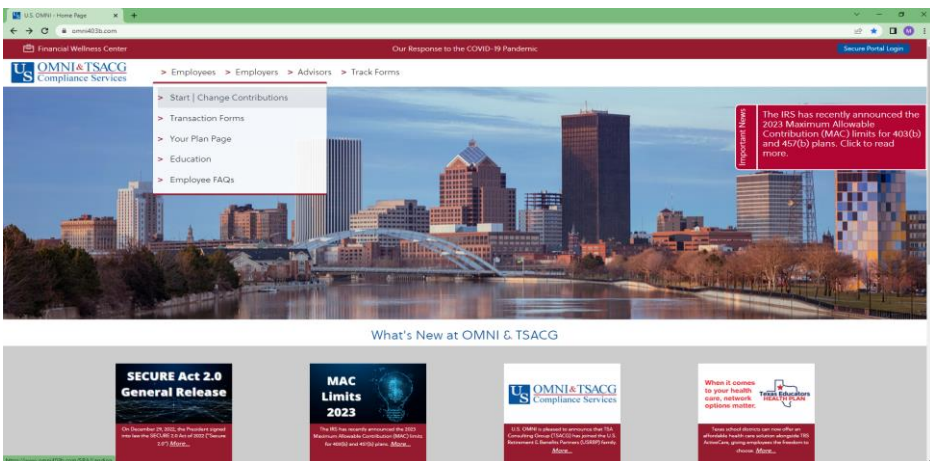
GO



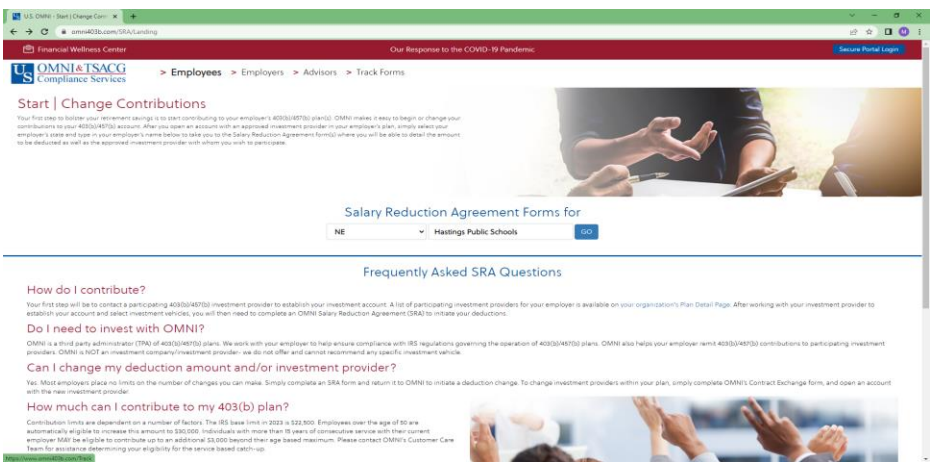
Pick provider and call to open account.

When completed (3-5 business days later) go back to : <https://www.omni403b.com/>

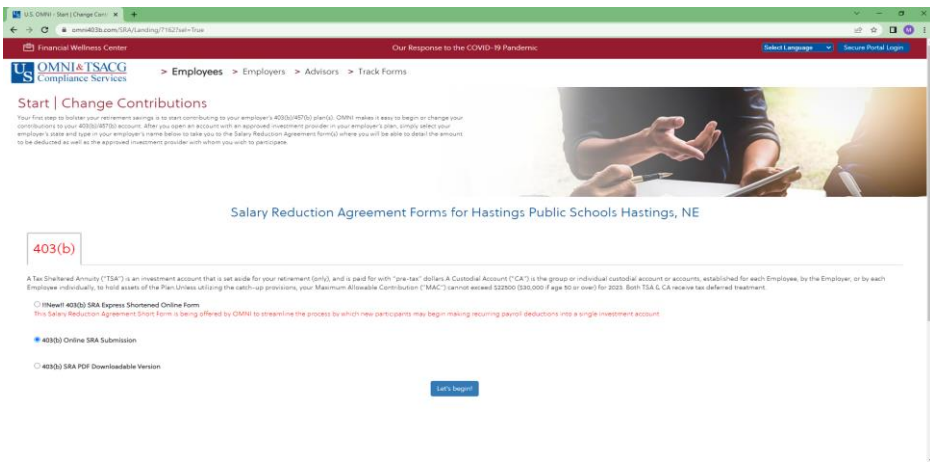
Select:Employee  
Start/Change Contributions



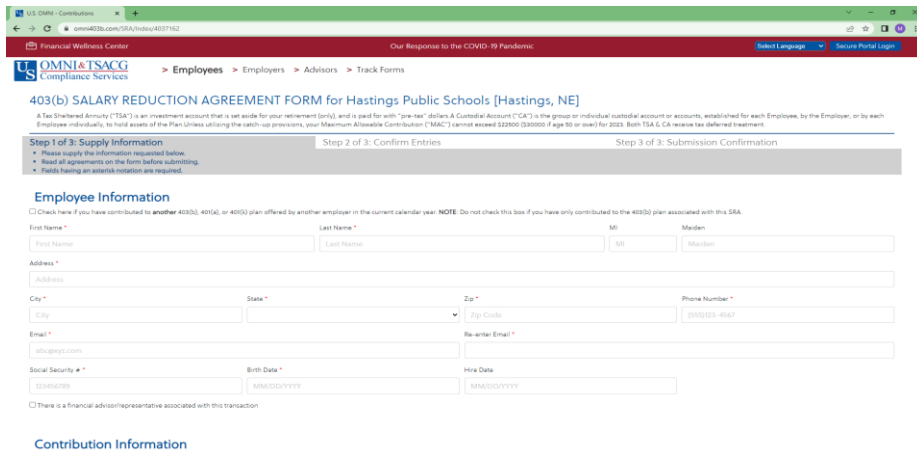
NE  
Hastings Public Schools  
GO



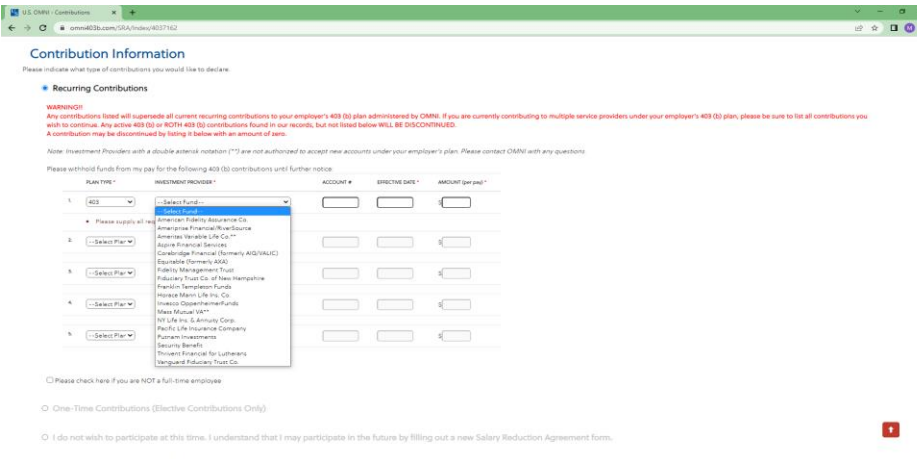
Select: **403 (b) Online SRA Submission**  
Let's begin!



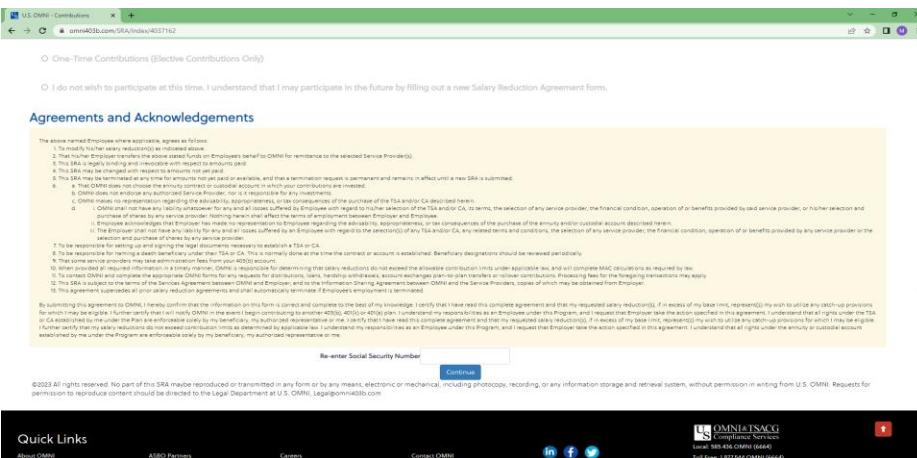
## Fill out Employee Information



## Select: Recurring Contributions Fill out Account information



## Enter SS# and Continue



## You will be given a reference number #

**\*\*\* Usually takes about a month for paperwork to go through. Call back in about a month if you do not see charges coming out of paycheck.**