

## **Retirement Manager Login**

Douglas County BOE'S website for making contribution changes, acquiring certificates for loans hardships, distributions and more is [www.myretirementmanager.com](http://www.myretirementmanager.com).

1. When the site opens click on I'm a new user then type in Douglas County BOE and click on continue.
2. You will be prompted to enter information to identify you in the database.
3. If everything you entered is correct, the next screen will ask you to setup a password, please read the requirements carefully.
4. The site will then ask you to setup some security questions for future identification.

Once this is all completed the transaction screen will open and you will simply choose which transaction you would like to complete and the site will pretty much walk you through the process. Please feel free to contact the Retirement Manager Support Team at (866) 294-7950 if you have any questions regarding this process. After you have completed this initial setup on the Retirement Manager site, all other visits should be quick and simple.