

# Welcome to The NYC Deputy Sherriff's Association Enroll today!

Online Registration Instructions

*Please Note: You can enroll today or any day in the future. Refer to your enrollment workbook or Summary Plan Description for your plan's specific entry dates.*

**To enroll online sign in to: [Transamerica.com/portal/home](https://transamerica.com/portal/home)**

***In order to enroll online you will need to provide us with your current e-mail address. If you do not have an e-mail address you can enroll via the telephone. Please refer to the telephone instructions on the next page.***

- Click the red log in button.
- "Create an account."
- Follow the secure steps to create your account.

**If you cannot enroll online, please see next page for Telephone Enrollment Instructions.**

By submitting this authorization online, you understand that neither NYC Deputy Sherriff's Association, the plan trustee, their affiliates nor their investment choices are liable for any loss when acting upon your instructions believed to be genuine.

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Telephone Registration Instructions

To enroll by phone:  
800-401-TRAN (8726)

To utilize the phone enrollment process you will need to use a touchtone phone.

**Press 1** for English

**Press 2** for Spanish

**You will then be prompted to enter your 9-digit Social Security number followed by the pound sign (#), and your 4-digit PIN (Personal Identification Number). Your default PIN is your month and day of birth in MMDD format, followed by the pound sign (#).**

## 1. PERSONALIZE YOUR PIN

As a first time user, you will be prompted to change your PIN on initial use. The system will request you to enter your new 4-digit PIN, followed by the pound sign (#). Re-enter your 4-digit PIN, followed by the pound sign (#) to confirm. A message will indicate that your PIN was changed successfully. A confirmation will be mailed to your address.

## 2. ENROLLMENT DISCLOSURE

You will be asked to complete the telephone enrollment process. The disclosure message will ask you if you agree to the terms and conditions of utilizing the enrollment process. Listen carefully to the terms and conditions, **Press 1** to agree to the terms and conditions of enrollment.

## 3. SET UP INVESTMENT ELECTIONS (See Investment Choices Worksheet)

Your contributions will be invested according to the selections you make here. You will be prompted to enter the percentage to be allocated to each investment option in your plan until the total allocated equals 100%. Percentages must be in whole percentage increments. **Press 1** to confirm your elections. A confirmation will be mailed to your address.

You have successfully completed the phone enrollment process and you may now hang up to end the call or hold and you will be connected to the main menu.

\* If we do not have a date of birth on file, your PIN is a randomly generated number as indicated in your enrollment letter.

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