

Approving a Salary Reduction Agreement (SRA) in e-Benefits:

You will receive an email similar to the one shown below. Please add the ebenhelp@benetech.cc email to your non-spam email list, if applicable.

From: ebenhelp@benetech.cc [ebenhelp@benetech.cc]
Sent: Friday, March 22, 2013 7:43 AM
Subject: Request for an SRA form.



Hello.

Request for an SRA form.

There is a pending SRA form that requires an effective date for further processing:

Group : Your District's name will appear here.

SRA Number : XXXXX – each SRA is assigned a number in the system

Date Submitted : XX/XX/XXXX – this is the date the SRA was submitted

Click [here](#) to view your message. – *Clicking here will link you to e-Benefits*

Benetech, Inc.
1 Dodge St. | P.O. Box 348
Wynantskill, NY 12198
Phone: (518) 283-8500 | Fax: (518) 880-4137

Step 1: Log into e-Benefits (either by clicking the link in the body of the email or going directly to the webpage if you have it set as a favorite). Please contact me if you need your log-in information retrieved.

Step 2: Click “My 403b” on the left-hand side of the page.

Step 3: Click on the “Submitted” tab at the top.

Step 4: All Salary Reduction Agreements that have been submitted are listed. Any SRA that says “TPA Approved” in the Status column needs your attention. You may select “TPA Approved” in the drop down and click “Filter” or just look for “TPA Approved” in the Status column. Click the Transaction ID for the SRA you are going to approve.

Step 5: Choose an Effective Date by clicking “Change” under “Effective Date.” Choose the date of the payroll in which the change will take effect. Click “Enter Effective Date” and “Yes” to confirm.

Step 6: Click “Approve and Submit” and “Yes” to confirm.

Please note: By clicking “Download Print Friendly,” you may print a copy of the SRA form for your records. Also, all historical data will always be available in e-Benefits, so you will be able to log in and see past submissions at any time.