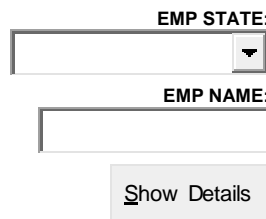


Barrington Public Schools

HOW TO INCREASE YOUR CONTRIBUTION TO YOUR 403B

If you would like to increase your contribution to your 403B annuity there are a few short steps that you will need to complete

1. Go onto OMNI Group website <https://www.omni403b.com>
2. Click on the Forms tab
3. On the left side of the forms page use the drop down arrow and choose Rhode Island for Emp state, type Barrington Public Schools for Emp Name, then click on show details.



The image shows a screenshot of a web form. At the top, it says "EMP STATE:" followed by a text input field and a small downward-pointing arrow icon. Below that, it says "EMP NAME:" followed by a larger text input field. At the bottom of the form is a button labeled "Show Details".

4. Click on “Salary Reduction Agreement – Online” and follow the instruction to complete the form.
5. Once you have completed the form and submitted the form to OMNI. OMNI will send an email to our payroll department letting us know of the change.