



Please return by fax, mail or email to:
 Christian Brothers Retirement Planning
 1205 Windham Parkway
 Romeoville, IL 60446-1679
 Fax: 630.378.2507
 Email: rpscustomerservice@cbservices.org

AUTHORIZATION FOR ADMINISTRATOR WEB ACCESS

I hereby authorize Christian Brothers Retirement Planning Services to grant online 403(b) Administrator Web Access based on the security role(s) listed below to the following staff of:

Location Number

Employer Name

City, State

Name & Title	Email Address	Phone No.	403(b) Role #

403(b) SECURITY ROLES	DESCRIPTION
Role 1: Enrollments	Enroll new participants, submit status changes (terminations, leaves of absence, retirement), update addresses. Cannot view contribution history of participants.
Role 2: Contribution Reporting	Report contributions and record payments. Cannot view participant demographics.
Roles 1 & 2:	Both Enrollment and Contribution Reporting Access (Full Functionality).

I understand that the Security Roles selected will remain in effect unless a change has been submitted in writing to Christian Brothers Retirement Planning Services.

Approved by: _____ Date: _____
 (Manager's Signature)

Print Name & Title: _____

Christian Brothers Services
 Retirement Planning Services Approval: _____ Date: _____
 Administrator
 Christian Brothers Services