## Sample Loan Request Process

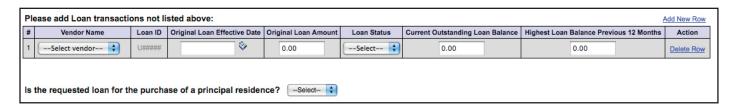
To initiate a loan request, follow these steps.

**STEP 1** – Log in to Retirement Manager (https://www.myretirementmanager.com/) and click on the *Loan Certificate* link in the Disbursement Menu page.



## **STEP 2** – Verify previous loan transactions.

- · Check your loan transactions on record.
- Click Add New Row to enter any additional loan transactions that are not listed.



## **STEP 3** – Enter your loan request.

- Indicate if the loan will be used to purchase a principal residence.
- Click Add New Row. Select vendor and enter requested loan amount. Your Account Balance and the As of Date of that balance will display for the selected vendor. Click NEXT to complete or CANCEL the transaction.

Please select the vendor and input the amount of the loan:					
#	Vendor Name	Account Balance	As of Date	Requested Amount	Action
1	Provider 2	\$14,222.09	11/30/2008	0.00	Delete Row

**STEP 4** – A Disbursement Eligibility Certificate will be created if your loan request is eligible under the plan. Print and attach this certificate to your vendor's loan paperwork and submit to the vendor from which you are requesting the loan.