

Your MaineSaves Online Enrollment Guide

Welcome to online enrollment for MaineSaves, the State of Maine's voluntary retirement savings plan. Follow the steps shown here to enroll successfully.

Go to www.valic.com

Click on "Enroll in your retirement plan" in the top right hand corner.

Enter your access code: 0251301 and click "Enroll"



Welcome to the VALIC enrollment center.

Please enter your access code in the box provided below. You should have received a code in the enrollment packet provided to you through your employer. If you do not have a packet and/or do not know your access code, please contact your Human Resources Department.

Access code :

ATTENTION:

This process is for new online enrollments only. If you've already enrolled in your selected plan and have a confirmation number, please [click here](#) or call us toll free at 1.800.448.2542 (1.800.248.2542 TDD Services for the Hearing Impaired) 7:00 a.m. until 8:00 pm (CT) Monday through Friday.

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Please read the following message before proceeding with enrollment.

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Enrollment center

SYSTEM REQUIREMENTS

User agreement



Stop! The following elections cannot be made online and must be submitted to your local representative:

The 5% Enrollment Option: This option is available to employees not participating in the retirement plan with Maine Public Employees Retirement System (MainePERS) This option is ONLY available for elected & appointed positions.

The Three-year Pre-Retirement Catch-Up: (also known as the Special Section 457(b) Catch-Up): This option is available to employees within three years of their normal retirement date. Please check with your local representative for eligibility.

Vacation Pay Deferrals: This is an option for employees who are approaching retirement and have extra vacation time built-up. Please check with your local representative for eligibility.

In addition, please remember you can only contribute to one local provider at a time. The State will stop any contributions to another plan provider once a new election is processed.

NEW ENROLLMENTS: New enrollments will be processed for the 1st available pay of the following month.

The Group name will read "State of Maine".

Enter your Social Security number.

Scroll down through the terms for Employee Users and click the button that says: "I have read and agree to the above terms of use".

The screenshot shows the VALIC Enrollment Center interface. At the top, the VALIC logo is on the left, and "Enrollment center" is in the middle, with "SYSTEM REQUIREMENTS" on the right. Below this is a yellow header for "User agreement".

There are two input fields for identification:

- Group name :** State of Maine
- Plan name :** State of Maine Deferred Compensation Plan

Below these fields is a note: "If the group and plan name(s) above are correct, enter your SSN below. Otherwise, [click here](#)." The Social Security Number (SSN) is entered as 123 - 45 - 6789.

A "Print" button is located to the right of the SSN field.

The main content area is titled "Terms of Use for Employee Users" and contains the following text:

1.01 DEFINITIONS

For purposes of these Terms of Use:

"Company" includes The Variable Annuity Life Insurance Company ("VALIC"), VALIC Retirement Services Company ("VRSCO"), VALIC Financial Advisors, Inc. ("VFA"). The Company is the operator of the Enrollment Center web site. For any questions, call our Client Care Center at 1.800.448.2542 Monday through Friday from 7:00 a.m. to 8:00 p.m. (CT) or write to VALIC at 2929 Allen Parkway, Houston, TX 77019

"Employer" means Your Employer that sponsors the retirement plan(s) in which you are enrolling using the VALIC Enrollment Center.

"Enrollment Center" means this specialized web site operated by the Company that enables you to enroll electronically in your Employer's qualified retirement plan through a Salary Reduction Agreement.

At the bottom of the page, there are two buttons:

- I do not agree
- I have read and agree to the above terms of use

Enter your Last Name and Date of Birth.
Click "Next".

The screenshot shows a web browser window with the URL <https://my.valic.com/onlineenrollment/>. The page title is "VALIC Enrollment Center". The main heading is "Enrollment center" with a sub-heading "Employee information". Below the heading, there is a message: "Please enter the information below. We will perform some authentication in order to protect your identity by validating this information against the data we have on record for you." The form includes an SSN field with the value "xxx-xx-7000", a "Last name *" field with an empty text input, and a "Date of birth *" field with three dropdown menus for "Select month", "Select day", and "Select year". At the bottom of the form are two green buttons: "NEXT" and "CANCEL". The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:49 PM on 12/24/2014.

If you choose to enroll in the plan, your information should appear on screen.

Confirm the information is correct.

You will need to enter "Preferred Contact Information" and "Gender".

Click "Next".



Enrollment center

SYSTEM REQUIREMENTS

Step 1 : Personal information

Please verify that this is your participating plan and that the last four digits of your SSN below is correct. If either is incorrect, click the Cancel button to restart enrollment.

Plan : State of Maine Deferred Compensation Plan
SSN : xxx-xx-5487

First name * :
Middle name :
Last name * :
Suffix :

Step 1 of 7

- Step 1 : Personal Information
- Step 2 : Salary Reduction
- Step 3 : Investment Options
- Step 4 : Beneficiaries
- Step 5 : Document Delivery
- Step 6 : Final Review
- Step 7 : Confirmation

Residence address

Country : [Your residence address must be in the US.]
Line 1 * :
Line 2 :
Line 3 :

Please check this box, if mailing address is different from residential address

Mailing address

Country :
Line 1 :
Line 2 :
Line 3 :
City :
State :
Zip code :

Contact information

E-mail :

Home phone * : [Enter numbers only]

Alt. phone : [Enter numbers only]

Preferred contact * : Phone E-Mail

Additional information

Gender * : Male Female

Marital status * :

Date of birth * : / /

Hire date * : / /

Employer name :

Are you employed by or holding a license with a Financial Industry Regulatory Authority (FINRA) member firm?

Yes No

Name of firm (if yes):

Enter your Salary Reduction information. This is the dollar amount you wish to contribute from each paycheck.

Check the box next to: "I consent to the Salary Reduction Agreement below"
Click "Next".

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Enrollment center

Step 2 : Salary reduction

Please specify how much of your salary you want to defer per pay period.

QUALIFIED DEFERRED COMP FUNDED

Pre-Tax contribution (per pay period): \$

You can invest your contributions in any or all of the plan's investment fund options.

The list of available funds will appear on this screen.

Once you made your investment election(s) by entering a percentage amount next to the fund(s) in which you wish to invest your contributions, the total allocation should equal 100%.

Click "Next".

The screenshot shows a web browser window with the URL <https://my.valic.com/onlineenrollment/>. The page title is "VALIC Enrollment Center". The main heading is "Enrollment center" with a sub-heading "Step 3 : Investment options/allocation". Below the heading, there is a paragraph explaining the investment process: "Tell us how to invest your retirement contribution. You may invest in one or more of the investment options offered by your retirement plan. You must also determine what percentage--in whole numbers and totaling 100%--of your total contribution will go into each investment. A maximum of 20 investment options is permitted." There are links for "View Fund Performance" and "View Fund Prospectus". A note states: "NOTE: You may click a fund name below to review its prospectus." Below the note is a table with two columns: "Investment vehicle" and "Percent allocation". The table lists four investment vehicles, each with a "0" in a text input field followed by a percentage sign. To the right of the table is a vertical navigation menu titled "Step 3 of 7" with seven steps: "Step 1 : Personal Information", "Step 2 : Salary Reduction", "Step 3 : Investment Options" (highlighted in green), "Step 4 : Beneficiaries", "Step 5 : Document Delivery", "Step 6 : Final Review", and "Step 7 : Confirmation". The Windows taskbar at the bottom shows the system tray with the date and time: "2:24 PM 12/24/2014".

VALIC
Enrollment center

Step 3 : Investment options/allocation

Tell us how to invest your retirement contribution. You may invest in one or more of the investment options offered by your retirement plan. You must also determine what percentage--in whole numbers and totaling 100%--of your total contribution will go into each investment. A maximum of 20 investment options is permitted.

[View Fund Performance](#) | [View Fund Prospectus](#)

NOTE:
You may click a fund name below to review its prospectus.

Investment vehicle	Percent allocation
AM BEACON SMCAP VAL INST	<input type="text" value="0"/> %
AMERICAN EUROPACIFIC GROWTH R6	<input type="text" value="0"/> %
AMERICAN FUNDS AMR BALANCED R6	<input type="text" value="0"/> %
EDANKI IN TMDI TN GLOBAL BOND R6	<input type="text" value="0"/> %

Step 3 of 7

- Step 1 : Personal Information
- Step 2 : Salary Reduction
- Step 3 : Investment Options
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100% 2:24 PM 12/24/2014

Fill out who you would like to select as your Beneficiary(ies).
Click "Next"

Please note: The most recent election will override any previous elections submitted.
Subsequent changes to beneficiary information can be made through your online account with VALIC.

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Enrollment center

SYSTEM REQUIREMENTS

Step 4 : Beneficiaries

In this section, you designate who would receive any benefits in the event of your death. Your primary beneficiary (ies) will be paid any survivor benefit existing under the contract at your death. If there are no surviving primary beneficiaries, your contingent beneficiary(ies) will receive these benefits. **You will need to designate at least one primary beneficiary online.**

If one or more of the following beneficiary options apply then you will also need to complete and return the Beneficiary Designation Form to the address listed on the form:

- **Children who are minors** : If any of your beneficiaries is a minor.
- **Multiple beneficiary designations** : If you wish to designate more than ten primary and/or contingent beneficiary designations. The Beneficiary Designation Form will instruct you how to designate more than ten.

Once we receive your completed Beneficiary Designation Form, it will supersede all previous beneficiary designations for this account.

Get Beneficiary Form from ePrint.

1. Click on the **ePrint** logo below.
2. A separate web page will launch. Click on the "**Forms**" link (under) "**Quick Links**"
3. Click on the "**Beneficiary Designation Form**".
4. Print the form. Complete it and return it to the address on the form.



Step 4 of 7

Step 1 : Personal Information

Step 2 : Salary Reduction

Step 3 : Investment Options

Step 4 : Beneficiaries

Step 5 : Document Delivery

Step 6 : Final Review

Step 7 : Confirmation

Primary Beneficiary

First Name	Last Name	Relationship	Percentage	SSN	Date of birth	Ac
1 <input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:			0 %			
<input type="button" value="Add Another Primary Beneficiary"/>						

Contingent Beneficiary

First Name	Last Name	Relationship	Percentage	SSN	Date of birth	Ac
1 <input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:			0 %			
<input type="button" value="Add Another Contingent Beneficiary"/>						

Indicate how you would like to receive information about your account.
Click "Next".



Step 5 : Document delivery options

In this section you will designate whether you will be notified electronically for account statements, regulatory reports or disclosures (such as prospectuses and annual financial reports), and transaction confirmations, or whether these documents should be mailed to your address of record. Select the delivery option that best suits your needs.

Delivery Options:

E-mail notification for all options

Account statements [More Info](#)

- E-Mail Notification
- U.S. Mail

Prospectus, regulatory reports, or disclosure [More Info](#)

- E-Mail Notification
- U.S. Mail

Transaction confirmations [More Info](#)

- E-Mail Notification
- U.S. Mail

Step 5 of 7

Step 1 : Personal Information

Step 2 : Salary Reduction

Step 3 : Investment Options

Step 4 : Beneficiaries

Step 5 : Document Delivery

Step 6 : Final Review

Step 7 : Confirmation

Online Delivery to:

E-mail address: (Current e-mail Address)

Confirm E-mail address:

A confirmation e-mail will be sent to the e-mail address provided above once your request is processed. The e-mail will come from VALIC Personal Deliver-e[email@valicdeliver-e.com].

[Next](#)

[Cancel](#)

Review your information and click "Yes, enroll me now".



Step 6 : Final review

Here is a final look at your enrollment information. **Please review each section carefully**--you will not be able to make further changes to your enrollment information after completing this step.

If you need to make any changes, click the [Edit] button next to the related section(s), or use the navigation control displayed in the right column. If you are satisfied with your choices, click the [Yes, enroll me now] button below.

Plan information

Plan : State of Maine Deferred Compensation Plan

Personal information | [Edit](#)

Name: VALIC VALIC 2
SSN: xxx-xx-5487
Citizenship Status:
Residence Address: 2929 ALLEN PARKWAY
HOUSTON TX 77019
US
Mailing Address: 2929 ALLEN PARKWAY
HOUSTON TX 77019
US
Home Phone: (713) 831-2471
Alternate Phone:
E-Mail Address:
Preferred Contact Method: PHONE
Gender: Female
Marital Status: Married

Step 6 of 7

Step 1 : Personal Information

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Step 3 : Investment Options

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