



Welcome the ART System!

As the 403(b) Plan Administrator for Duval County Public Schools, TSA Consulting Group, Inc. (TSACG), has developed an online recordkeeping system for you to use when requesting loans, rollovers, distributions, and contract exchanges from your 403(b) account. This new system is known as the ART System (Aggregated Records & Transactions) and will expedite the time required to process your requests.

If you are planning to request a loan, rollover, exchange, or distribution from one or more of your TSA accounts – 403(b) or 457(b) – you will need to establish an ART username and password.

To establish your initial ART System login, follow Steps 1 through 4 below:

**STEP 1:** Visit the ART login website: [www.mytsalogs.com](http://www.mytsalogs.com)

- Enter your Social Security Number (SSN) as your initial "User ID"
  - Example: 123456789 – no dashes
- Enter your date of birth as your initial "Password"
  - Example: 06241970 – no dashes – you must use a leading zero when entering one digit months and/or days (mmddyyyy).

**STEP 2:** Enter answers to the two security questions asked

- You may be required to provide these answers in the future, so please be sure you can remember them or record your answers in a safe place.

**STEP 3:** Follow the on-screen instructions to change your initial username and password from your SSN and birth date to a unique username and password that no one else can guess or identify.

**STEP 4:** Proceed to the "Personal Profile" tab at the top of the screen and enter your email address. By providing an email address, you will be able to receive system notifications.

Upon completion of Steps 1 through 4, please refer to the tabs located on the upper menu bar on the web page to view your account(s) summary information, initiate online transactions, or view online transaction history. You may click on "Help" for a complete guide to the ART System.

If you have entered and completed a transaction, upon approval, ART will generate an Approval Certificate that you are required to print, sign and send to the respective Investment Provider for execution of your transaction. However, before mailing this certificate, verify with your Investment Provider what additional signed documentation they may require you to send *along with your signed Approval Certificate*.

If you have any questions regarding the ART System, please call TSACG at 1 (888) 796-3786 and ask for ART assistance.

Thank you for your cooperation.