






Employers' quick reference guide

Welcome to PERSI Choice 401(k) Plan serviced by Empower Retirement.

Most of the administrative responsibility for this plan is outsourced to Public Employee Retirement System of Idaho, but there are valuable steps you can take to help your participants achieve the retirement they imagine. This quick reference guide is here to help. It answers frequently asked questions and walks you through some basic tasks.

What you need	Where to find it	How to do it
 <p>How can I help employees contribute to the plan?</p>	<p>Download a Paycheck Contribution Election form off the mypersi401k.com website.</p>	<p>Once the employee has completed the PERSI Choice 401(k) Plan Paycheck Contribution Election form, they give it to their employer's HR or payroll department.</p>
 <p>How do employees make changes to their accounts, like increasing payroll contributions?</p>	<p>Download a Paycheck Contribution Election form off the mypersi401k.com website.</p>	<p>Once the employee has completed the PERSI Choice 401(k) Plan Paycheck Contribution Election form, they give it to their employer's HR or payroll department.</p>
 <p>How do employees change their beneficiary designations?</p>	<p>Two options exist. The change can be made online, via the myPERSI member portal or the employee can download the PERSI beneficiary form from the PERSI website, persi.idaho.gov</p>	<p>Online: employee logs into their PERSI account on the myPERSI portal and submits the beneficiary change online. Paper form: employee completes the form and returns it to PERSI.</p>
 <p>How do I submit employee contributions and/or loan payments to PERSI?</p>	<p>Employer Service Center staff, via email or phone.</p>	<p>Submit these with your regular transmittals to PERSI.</p>
 <p>Who does my employee call for questions about a PERSI Base Plan Purchase of Service?</p>	<p>PERSI Answer Center, 208-334-3365 or 800-451-8221, Monday - Friday 8 AM- 5:30 PM</p>	<p>PERSI Answer Center staff will assist.</p>

What you need

Where to find it

How to do it



How does an employee request a loan from the plan?

Choice Plan website, mypersi401k.com, or Choice Plan Customer Care Center

After logging in, the employee can explore loan amounts and payment options and then submit the request or the employee can call the Choice Plan Customer Care Center instead.



If an employee with a loan wants to pay it off early, how can they get information about that?

Choice Plan website, mypersi401k.com, or Choice Plan Customer Care Center

After logging in, the employee can request a loan payoff quote. Or the employee can call the Choice Plan Customer Care Center to request that.

Advice at your fingertips

Your assigned retirement plan counselor can provide group informational meetings and one-on-one counseling sessions in person or virtually.

During individual meetings, the counselor will help each participant review their personal financial situation (including all outside assets) so they can establish retirement income goals and consider next steps. Counselors can also help participants understand how they might use their assets to generate income in retirement.

What you need

Where to find it

How to do it



How do I schedule meetings or individual appointments?

Call, email or visit the Choice Plan website, mypersi401k.com

Ali Belden or Bruce Singkhaophet
Email: ali.belden@empower.com or bruce.singkhaophet@empower.com

Call Ali: 208-345-5201 or Bruce: 208-345-1120

Participants can set up one-on-one appointments, by visiting https://persi_choice_401k.empowermytime.com/#/

Still have questions?

If you or a participant can't find needed information, please access one of the following PERSI Choice 401(k) Plan resources.

Employer resources

Employee resources



PERSI website, persi.idaho.gov, "Employer" tab

Choice Plan - Customer Care Center **866-437-3774**
Monday-Friday 6 AM - 8 PM MT Saturday 7 AM - 3:30 PM MT



PERSI Employer Service Center
208-287-9525
866-887-9525

PERSI Answer Center, **208-334-3365**, or **800-451-8221**. Monday - Friday, 8 AM - 5:30 PM

Securities, when presented, are offered and/or distributed by GWFS Equities, Inc., Member FINRA/SIPC. GWFS is an affiliate of Empower Retirement, LLC; Great-West Funds, Inc.; and registered investment adviser, Advised Assets Group, LLC. This material is for informational purposes only and is not intended to provide investment, legal or tax recommendations or advice.

©2021 Empower Retirement, LLC. All rights reserved. GEN-FBK-WF-1493602-1221 RO1942098-1221

FOR PLAN SPONSOR USE ONLY.