<table>
<thead>
<tr>
<th>1)</th>
<th>Click on: Benefits and Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee</td>
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</table>
|    | Welcome to LobWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following:  
|    | - Demographic Self-Service Information (i.e. home address)  
|    | - Emergency Contacts  
|    | - Annuities and Donations  
|    | - W-4 Form  
|    | - Direct Deposit Information  
|    | Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available.  
|    | Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at 277-HRPP (4777). Hours of operation will be Monday - Friday, 8am to 5pm.  
|    | Personal Information  
|    | - Update race/ethnicity information, update addresses, emergency contact information, and directory information; opt-out of public disclosure of home information.  
|    | Make Unions Payments  
|    | - Pay Unions billed insurance, parking tickets, etc., by credit card, checking or savings account.  
|    | Benefits and Deductions  
|    | - Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement  
|    | Pay Information  
|    | - Direct Deposit, Earnings History, Deductions History, Pay Stubs  
|    | Tax Forms  
|    | - W-4 Form, W2 Statement  

<table>
<thead>
<tr>
<th>2)</th>
<th>Click on: Retirement Manager (403b or 457b)</th>
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<tbody>
<tr>
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<td>Benefits and Deductions</td>
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</tbody>
</table>
|    | Retirement Plans  
|    | - Educational Retirement Board (ERB), Alternative Retirement Plan (ARP) and Return To Work Retirees (RTW)  
|    | Health Benefits  
|    | - Medical, Dental, Vision  
|    | Flexible Spending Accounts  
|    | - Dependent and Medical Care  
|    | Miscellaneous  
|    | - Donations, Membership Dues and Fees, Parking, Long Term Disability, Long Term Care, AD&D, and Life Insurances  
|    | Retirement Manager (403b or 457b)  
|    | - Supplemental Retirement Annuitization Information  
|    | Beneficiaries and Dependents  
|    | - Beneficiaries and Dependents of your Health Plans  
|    | Benefit Statement  
|    | - Listing of coverage you are enrolled in.  

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<tr>
<th>3)</th>
<th>Remember your UNM ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Click on: “Go to Retirement Manager Website”</td>
</tr>
<tr>
<td></td>
<td>Your UNM ID is: 123456789</td>
</tr>
</tbody>
</table>
|    | Your Employee Unique ID is the same as your UNM ID.  
|    | Go to Retirement Manager Website  
|    | Get General Information (including Instructions, User Guides, and FAQs)