

Kilgore Independent School District
Use of PenServ Website

Kilgore Independent School District uses PenServ Plan Services as its third party administrator for complying with all of the new 403(b) federal and state requirements placed on the District.

PenServ has developed an on-line system for employees to manage and review their 403(b) investments currently in the Kilgore Independent School District Plan. This system will allow the employee to begin participation, change vendors/products that they are investing in, change the amount they are investing or cancel their contributions all together. Employees will now be required to open an account and manage their investments personally. You will no longer be able to call the administration office and change anything on your 403(b). We will be getting our monthly changes from the changes you make on this website, or by contacting PenServ by phone at 1-800-849-4001.

Following are instructions for setting up an account and beginning to manage your account:

Go to PenServ Website: www.penserv.com

Click on Go to My Account Icon (top right corner)

Click on First Time Visitor

Follow the bouncing ball..... First you will need to enter your social security number and the Plan Access Code: **kilg6375** Continue following the bouncing ball..... You will need to verify your personal information, the system should pull the majority of it for you, but you need to review it and there are several items that you need to input, COUNTRY, E-MAIL PREFERENCE and E-MAIL ADDRESS. Once you have your account established you can begin to manage your account or look at your investment and contributions.

HINT: Pay attention to the tabs on the top and bottom of the page, by clicking on these you will be able to get to various information and entry screens.