





## Enrollment Process - 457(b) and 401(a)

Contact either the VALIC and/or VOYA/CalPERS representative to discuss your 457(b) account options.

	
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To enroll online, please visit [Shasta County Employee Benefits](#), select **401(a)** and **457(b)** Enrollment, and follow instructions below:

### To open a 457(b) Account through VALIC:

- Click the blue VALIC button. Scroll down to and click the [Enroll in VALIC 401\(a\) and/or 457\(b\)](#) link.
  - Complete and submit the online form using the 457(b) Enrollment/Access code: 49204001.
  - Complete the steps to open a 401(a) Account through VALIC. (Instructions below).

### To open a 457(b) Account through VOYA/CalPERS:

- Click the blue VOYA/CalPERS button. Scroll down to the [VOYA/CalPERS 457\(b\) Enrollment Form](#).
  - Print off and complete the enrollment form. This form can also be found in the gray VOYA/CalPERS packet given to new county employees. This form will be turned in along with the [Payroll Deduction Authorization Form](#), to the Auditor/Controller's Office (Payroll) once the 401(a) account is set up.
  - Complete the steps to open a 401(a) Account through VALIC. (Instructions below).

### To open a 401(a) Account through VALIC:

- Visit this website: [Shasta County Employee Benefits](#), select 401(a) and 457(b) Enrollment, and click the blue VALIC button. Scroll down to and click the [Enroll in VALIC 401\(a\) and/or 457\(b\)](#) link.
  - Complete the online form and submit using the 401(a) Enrollment/Access code: 492040326.

**Once both accounts have been set up**, turn in the [Payroll Deduction Authorization Form](#) located on the previous employee benefits page to the Auditor/Controller's Office (Payroll) located at 1450 Court St., Suite #238, Redding, CA 96001.

**NOTE: For VOYA/CalPERS:** Include the enrollment form along with the [Payroll Deduction Authorization Form](#), when submitting to the Auditor/Controller's Office (Payroll).