



Your Employer Code is **01028 NHRMC**

Your employer has established a Group Enrollment Plan for North Carolina's National College Savings Program as an employee benefit. If paying for college for a child, grandchild, yourself, or someone else you care about is one your top financial goals, this benefit will help you reach it. Opening an Account is easy. Everything you need is available at [www.CFNC.org/savings](http://www.CFNC.org/savings) to download information and forms or complete enrollment online.

To enroll:

- First, read the Program Description and, if applicable, any Program Description Supplements. These provide the details you need to know before making your investment decisions.
- Then, click on "Start a College Savings Program Now!" or "Forms" to get an Enrollment and Participation Agreement. You may choose to download the form or enroll online. Complete a separate Agreement for each Beneficiary for whom you are setting up an Account.

If you download forms, be sure to enter the Employer Code for your company as you complete your Agreement. You will need to complete both an Enrollment and Participation Agreement and an Authorization for Payroll Deduction.

If you are completing forms online and do not already have a My CFNC account, the system will walk you through the process of creating one. Your CFNC account enables you to save your information and later securely access your savings Account information online.

As you complete enrollment online:

1. You will be presented the question, "**Are you planning on funding this account using the Payroll Deduction Contribution Method?**" Answer "yes" and select your employer from the list. This assures that you will receive the appropriate forms.
2. Review the forms you are presented and enter any missing information to complete your Agreement and deduction Authorization. You then may choose to print and sign yourself or have us print and mail it to you to sign. **After you sign the forms, keep one copy of the payroll deduction Authorization for your records.**
3. **Then turn in the all rest of the forms** (enrollment agreement and 2 copies of the payroll authorization agreement) **to your Human Resources Office.**

That's all you need to do. As soon as your complete and signed Enrollment and Participation Agreement is processed, you will receive a printed confirmation. Your employer will be notified to begin payroll deduction with your next payroll cycle.

If you do not have internet access or prefer to complete a paper Enrollment Agreement, call toll-free 800-600-3453 to request an enrollment packet. Our representatives are available to answer your questions from 8 a.m. to 8 p.m. Monday - Thursday and 8 a.m. to 5 p.m. on Fridays.