The Plan Customizer is a unique online tool that lets you visualize how changing your plan options may affect your plan costs and benefits. The Plan Customizer also allows you to submit plan changes to TCDRS. If you have any questions about the Plan Customizer or about your plan, please call your TCDRS Employer Services Representative at 800-651-3848.
1. Sign in to the employer website at www.tcdrs.org/employer.

**NOTE:** You must have Decision-Maker or Security Administrator access to work with the Plan Customizer. Contact the person on your staff who is the Security Administrator for your organization’s TCDRS website access for more information.

2. From the left menu, click the “Plan Customizer” link.
3. To change your plan options, click the “Change Plan Options” button at the top of the Plan Options column.
4. Once you’ve made adjustments to your options, click “Calculate Plan Rates” to see how your adjustments will affect your plan funding.

**NOTE:** You can use the Plan Customizer to adopt an elected rate and make additional employer contributions without making changes to your plan options. Enter information in the Elected Rate field and/or the Additional Employer Contribution field, then click the “Calculate Plan Rates” button to see how your elected rate and/or additional contribution will affect your funding.
5. Enter a name for your plan scenario in the field at the bottom of the screen and click “Save & Compare Plan”.
6. On the “View Saved Plans” screen, you’ll see your selected saved plans side by side. Here you can print a summary of all the plans shown by clicking the “Print Summary” link.
Click the PDF icon at the bottom of your current plan column to see the Current Plan Detail document. This includes charts illustrating your current benefits and costs, as well as projections of your plan rate, and assets and liabilities, over time.

When you click the PDF icon at the bottom of a proposed plan column, you’ll see the Current and Proposed Plan Comparison document. This includes all the charts listed above for both your current plan and your proposed plan.
7. Click the “Submit Plan” button at the bottom of the plan scenario you want to send to TCDRS. Your Employer Services Representative will review your plan and contact you with your plan agreement. Once we receive your signed plan agreement, your plan changes will be complete.

If you need any assistance, please call your TCDRS Employer Services Representative at 800-651-3848.