



457 Contribution Changes

1. On the Home Screen under Transactions click "Change Paycheck Contribution"

The screenshot shows the EMPOWER RETIREMENT home screen. At the top, there's a navigation bar with 'Home', 'Account Settings', 'ASA', and 'Logout'. Below that, a welcome message for 'BETTY' and account details are visible. The main content area is divided into several sections: 'AT-A-GLANCE' with account balances and rates; 'RETIREMENT INCOME' with a monthly amount and a 'go paperless' button; and a grid of tiles for 'My Account', 'Investments', 'Transactions', and 'Account History'. The 'Transactions' tile is highlighted, showing options like 'Transfer My Investments', 'Change Future Investments', and 'Change Paycheck Contribution'. Below this, there are more tiles for 'Advisory Services', 'Retirement Income Control Panel', 'Loans & Withdrawals', and 'Financial Planning Tools'.



Transfer My Investments
Change Future Investments
Change Paycheck Contribution
[+] More Options

2. Select the type of deferral change (for example is this an ongoing change or for a single payroll)

The screenshot shows the 'Change Paycheck Contribution' form. At the top, there's a breadcrumb trail: 'Main Menu / Transactions / Change Paycheck Contribution'. Below that, there's a link to 'View your current paycheck contribution information.' The main content is a table with the following structure:

Select the type of deferral change you would like to make:		
<input type="button" value="Select"/>	Ongoing	Modify your paycheck contribution for all future pay periods.
<input type="button" value="Select"/>	Single payroll	Schedule a single payroll increase for a single pay period. Your deferral will then return to the regular paycheck contribution on file. This is helpful when you receive a bonus or other single payroll compensation.
<input type="button" value="Select"/>	Scheduled increase	Schedule annual increases to your salary reduction amount, up to a maximum you specify.
<input type="button" value="Select"/>	Cancel request	Cancel future dated or scheduled paycheck contribution requests.
<input type="button" value="Select"/>	Stop all paycheck contributions	Change all of your paycheck contributions to zero.

Notes:
NOTE: Paycheck Contribution changes will be forwarded to your employer for processing. The actual paycheck contribution effective date is dependent upon your employer's payroll cut off date.

3. Enter the contribution change amount and if you would like this before or after tax and the effective date of the contribution change

[View your current paycheck contribution information.](#)

Change your Before tax ongoing paycheck contributions

Select either Percentage or Dollar Amount, then enter the paycheck contribution to be deducted from each paycheck.

Percentage Dollar Amount

Before Tax: **per paycheck amount.** Enter 0, or 1 - 90% in 1% increments, or \$10.00 - 16,500.00 in \$1.00 increments.

Effective Date:

Notes:

NOTE: Paycheck Contribution changes will be forwarded to your employer for processing. The actual paycheck contribution effective date is dependent upon your employer's payroll cut off date.

4. Confirm your election and click "Submit"

You requested the following ongoing paycheck contribution:		
Effective Date	Paycheck Contribution option	Deferral Amount per Pay Check
January 07, 2013	Before tax	4%

By clicking "Submit" I authorize the payroll deduction as indicated above.

Notes:

NOTE: Paycheck Contribution changes will be forwarded to your employer for processing. The actual paycheck contribution effective date is dependent upon your employer's payroll cut off date.

5. Ensure your contribution change went through by a confirmation screen with confirmation number

Your transaction was submitted on Saturday, January 07, 2013, 05:18:17 PM Eastern Daylight Time.
 Your confirmation number is **452451123**.
 Please keep this record number. It will be necessary for all inquiries regarding this transaction.

You requested the following ongoing paycheck contribution:		
Effective Date	Paycheck Contribution option	Deferral Amount per Pay Check
January 07, 2013	Before tax	4%

Notes:

NOTE: Paycheck Contribution changes will be forwarded to your employer for processing. The actual paycheck contribution effective date is dependent upon your employer's payroll cut off date.

DISCLAIMERS:

This is your confirmation. Please print for your records.