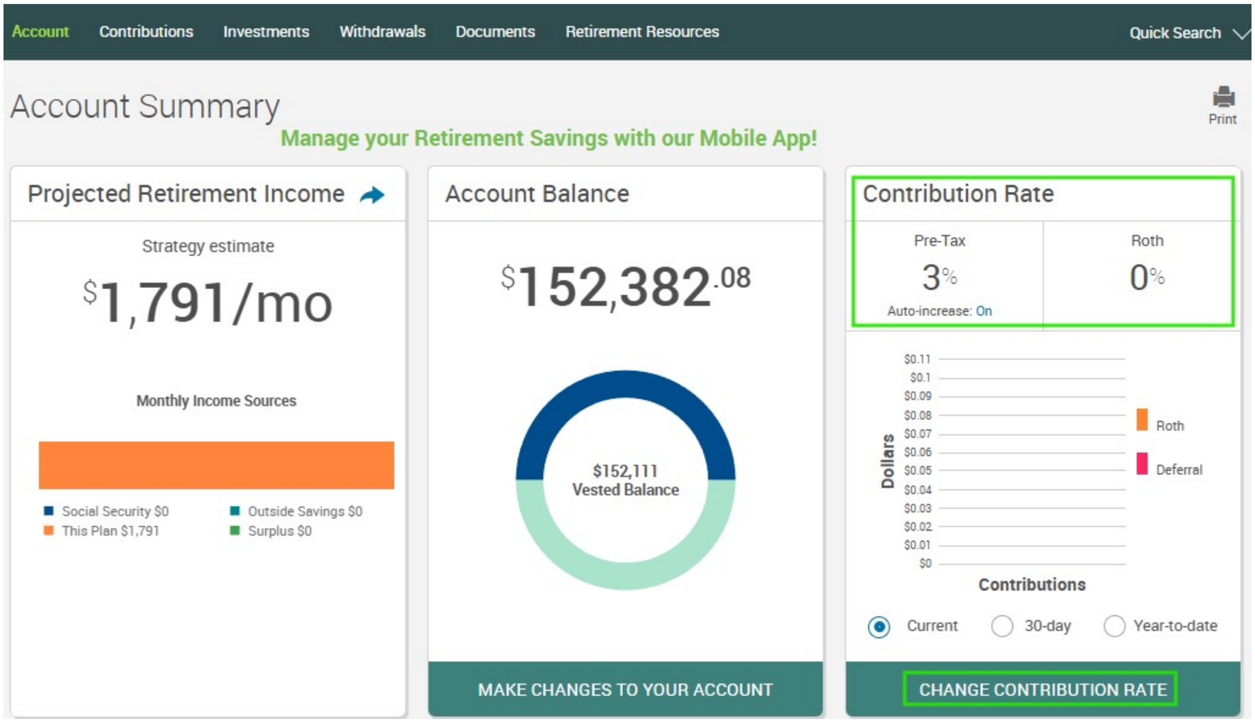
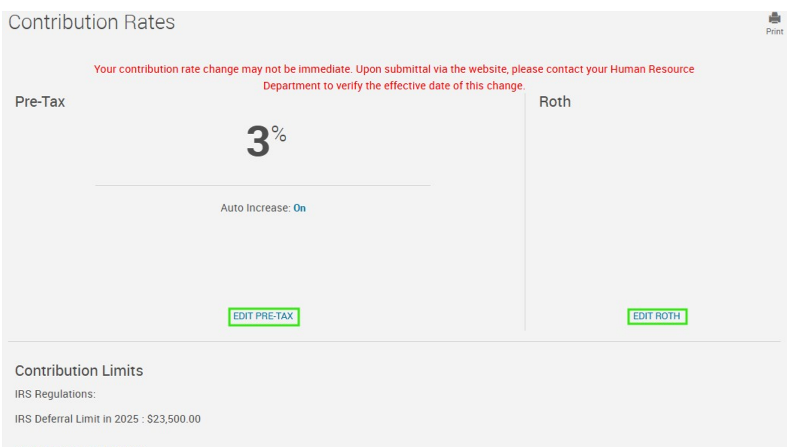
Change Participant Contribution Rate via the Website

The **Account Summary**, displays your current **Contribution Rate**.

Click **Change Contribution Rate** to change your payroll deduction amount(s).





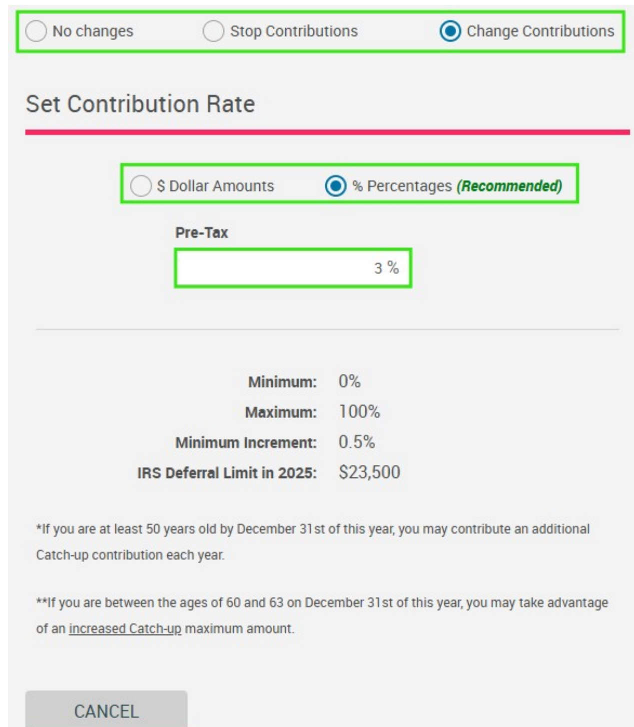
Click the **EDIT PRE-TAX OR EDIT ROTH** (after tax) for the deferral type you want to change.

Change Participant Contribution Rate via the Website

On the next screen, you can **Set Contribution Rate** and/or enable **Auto Increase Contribution Rate**. Enter the required information for each option based on your preferences.

<u>**Set Contribution Rate**</u>
Select the appropriate radio button for the type of change you want to make:

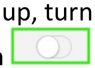
- **No Changes:** Make no changes to your current contribution rate for this deferral type.
- **Stop Contributions:** Stop the contributions for this deferral type.
- **Change Contributions:** Increase or decrease your contribution rate for this deferral type.



Set Contribution Rate:
Select the appropriate radio button for the type of change you want to make **$ Dollar Amount** * or **% Percentages**.
*Not all payroll companies allow $ Dollar Amounts so this may not be an option.

Enter the amount you want to be deducted from your paycheck each pay period.

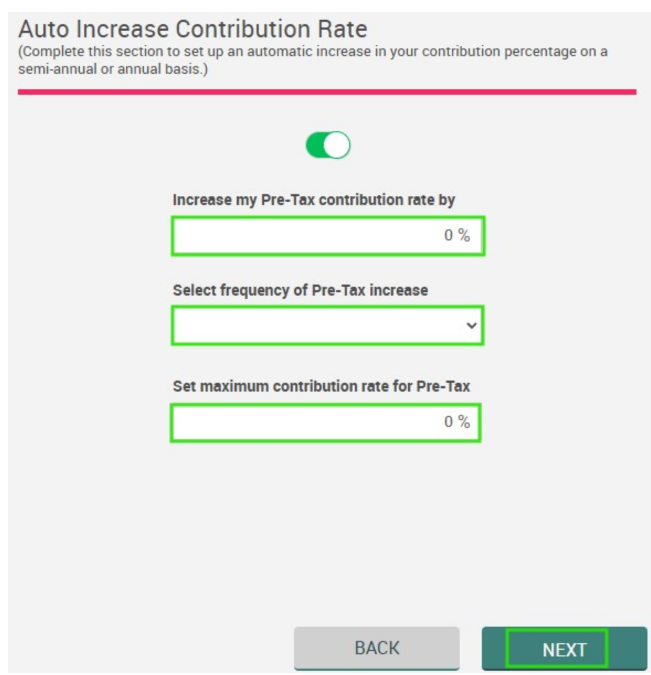
<u>**Auto Increase Contribution Rate**</u>
Complete this section if you wish to set an automatic increase in your contribution rate Semi-annually or Yearly :

To set up, turn on the option by clicking on this button 

Increase my Pre-Tax contribution rate: Enter the percentage you want your contribution increased by.

Select frequency of Pre-Tax increase: Choose <u>Yearly</u> or <u>Semi-annually</u> from the drop down. Once you have made your choice for the frequency you will be prompted to enter the date(s) (MM/DD) you wish the increases to occur.

Set maximum contribution rate for Pre-Tax: Once your contribution rate reaches this maximum the automatic increases will stop.



Once you have completed the changes desired on this page, Click **NEXT**.

Go to: https://www.retirementplanconsultants.info/login
Contact RPC at 877-800-1114 for login assistance.

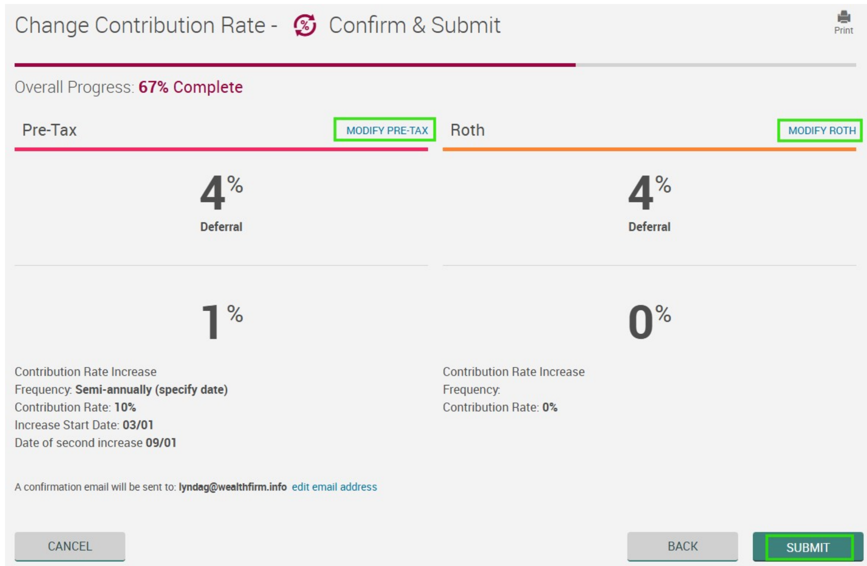
Change Participant Contribution Rate via the Website

The next screen will prompt you to follow the same steps as above to **Set Contribution Rate** and/or enable **Auto Increase Contribution Rate** for each of the employee deferral types available in the plan. Enter the required information for each deferral type based on your preferences, using the instructions above. Click **NEXT** upon completion.

Review the changes submitted are correct.

If a change needs to be made click MODIFY for the deferral type you want to change. Make the changes and click **NEXT**.

Once the date is correct, click **SUBMIT**.



A **Confirmation Number** will be provided, and an email confirmation will be sent. Click **Done.**