

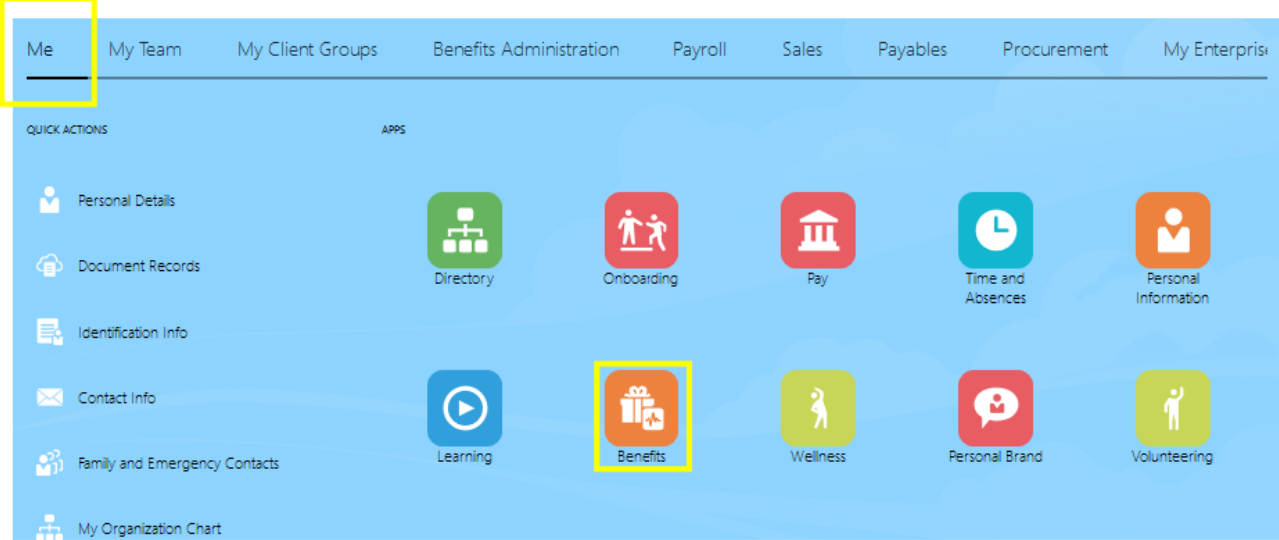
Saint Michael's College - Changing Your 401(k) Contribution

The guide walks you through how to make changes to your 403(b) contribution.

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Changing Your 403b Contribution


Audience: All

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation Path Me > Benefits > Change Benefits Elections <p>From the Home Screen, be on the Me tab.</p> <ul style="list-style-type: none"> • Click on the Benefits Icon. 


- Next click **Make Changes**

Review your benefits package and relevant info before you enroll. Click on Make Changes to proceed.


Make Changes

 **Pending Actions**


Address your open items to complete enrollment

 **Your Benefits**

See your current, past, and future enrollments

 **Report a Life Event**

Record a life event for enrollment opportunities

 **Before You Enroll**

Add family and others before you enroll


Changing Your 401(k) Contribution

On the **Before You Enroll** screen:

- Click **Continue** from the top right corner.


Before You Enroll

Continue **Cancel**

 **Information**

To cover family and others in benefits, add them now before you enroll. You may also add individuals or organizations you will designate as beneficiaries or emergency contacts.

People to Cover + Add



There's nothing here so far.

2.0 Changing Your 401(k) Contribution


- Click the **Saint Michael's College Retirement Program** from the list.
Note: *If you are 50 years of age or older, you will have a second tile on this screen that enables you to add a "catch-up" amount in dollars to your retirement program.*



St. Michael's College Retirement Program

- On the next page, **Edit**.

Retirement

 Edit

SMC - 401K - Core Retirement Plan

SMC - 401K - Core Retirement Plan Employee Contribution	5 % ▼
SMC - 401K - Core Retirement Plan Employer Contribution	
▼	


SMC - 401K - Roth Retirement Plan

SMC - 401K - Roth Retirement Plan Employee Contribution	5 % ▼
--	----------

- Click the **pencil** icon to edit each contribution type you would like to edit or begin contributing to.

SMC - 401K - Core Retirement Plan

SMC - 401K - Core Retirement Plan

Employee Contribution 5 % 


Employee Contribution

Employer Contribution

Employer Contribution
3 %

SMC - 401K - Roth Retirement Plan

SMC - 401K - Roth Retirement Plan

Employee Contribution 5 % 

Employee Contribution

- For each contribution type enter the *percentage* of pay that you would like to contribute. Click **OK**.

SMC - 401K - Core Retirement Plan

SMC - 401K - Core Retirement Plan

SMC - 401K - Core Retirement Plan
Employee Contribution

Employee Contribution

0 to 100, in increments of 0.01

Employer Contribution

Employer Contribution
3 %

- Once you have updated each contribution type you wish to change, click **Continue** at the top of the page.

Retirement

- Review your changes and click **Submit**.

Retirement Program

- You have now updated your retirement contribution.