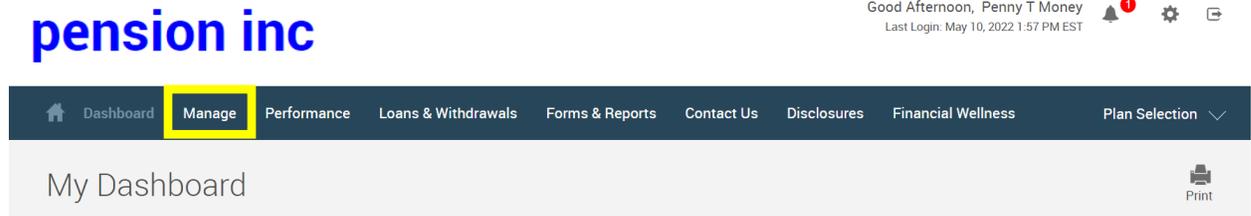


How to Make Contribution Changes (online)

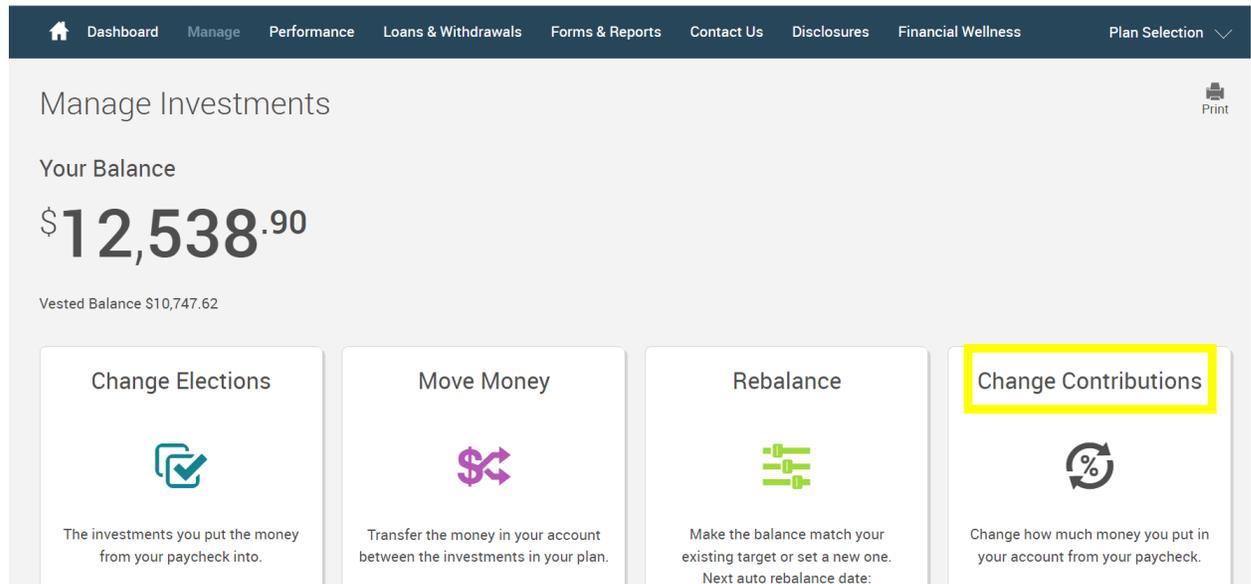
Log-in to your account at www.yourbenefitaccount.net/pensioninc/ or www.pensioninc.net

From the Dashboard Summary > Select Manage



The screenshot shows the 'pension inc' dashboard. At the top right, it says 'Good Afternoon, Penny T Money' and 'Last Login: May 10, 2022 1:57 PM EST'. There are icons for a notification bell, settings, and a user profile. A navigation bar below the header includes 'Dashboard', 'Manage' (highlighted in yellow), 'Performance', 'Loans & Withdrawals', 'Forms & Reports', 'Contact Us', 'Disclosures', 'Financial Wellness', and 'Plan Selection'. Below the navigation bar, the text 'My Dashboard' is visible, along with a 'Print' icon.

Drop Down Manage Menu > Select Manage Investments > Click on Change Contributions



The screenshot shows the 'Manage Investments' page. At the top, it says 'Your Balance' and '\$12,538.90'. Below that, it says 'Vested Balance \$10,747.62'. There are four main action cards: 'Change Elections' (with a checkmark icon), 'Move Money' (with a dollar sign and arrows icon), 'Rebalance' (with a balance scale icon), and 'Change Contributions' (with a percentage and circular arrow icon). The 'Change Contributions' card is highlighted with a yellow border. Below the 'Rebalance' card, there is a link: 'Next auto rebalance date:'. A 'Print' icon is visible in the top right corner of the page.

From the Contribution Rates Page > Edit **BOTH** the Pre-Tax and the Roth After-Tax Contributions

Dashboard Manage Performance Loans & Withdrawals Forms & Reports Contact Us Disclosures Financial Wellness Plan Selection

Contribution Rates

Pre-Tax **6%** EDIT PRE-TAX

Roth **6%** EDIT ROTH

Follow the Instructions to Adjust your Pre-Tax Contribution (on a go-forward basis) > Click Next

Dashboard Manage Performance Loans & Withdrawals Forms & Reports Contact Us Disclosures Financial Wellness Plan Selection

Change Contribution Rate - PreTax

Overall Progress: **0% Complete**

No changes Stop Contributions Change Contributions

Set Contribution Rate

\$ Dollar Amounts % Percentages

Pre-Tax

AND to Adjust your Roth After-Tax Contribution > Click Next

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Change Contribution Rate - Roth

Overall Progress: **33% Complete**

No changes Stop Contributions **Change Contributions**

Set Contribution Rate

\$ Dollar Amounts % Percentages

Roth

Confirm your NEW Contribution Strategy > Click Submit

Good Afternoon, Penny T Money
Last Login: May 10, 2022 1:57 PM EST

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Change Contribution Rate - Confirm & Submit

Overall Progress: **67% Complete**

Pre-Tax [MODIFY PRE-TAX](#) Roth [MODIFY ROTH](#)

6%
Deferral

6%
Deferral

CANCEL BACK **SUBMIT**

You will receive a **GREEN** Confirmation Code

Good Afternoon, Penny T Money
Last Login: May 10, 2022 1:57 PM EST

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Change Contribution Rate - Confirmation

Overall Progress: **100% Complete**

Confirmation Number 418723. Requests, while processed into the database, may not take effect immediately. Some requests may still need to be approved before they will take effect.

All changes require an overnight cycle to appear online and will be processed as soon as administratively feasible in accordance with your plan provisions.
Read Summary Plan Description (located in Forms) for more information

*Please contact the Participant Support Center at 1.920.432.7020 or 1.877.865.7899
with any questions*