

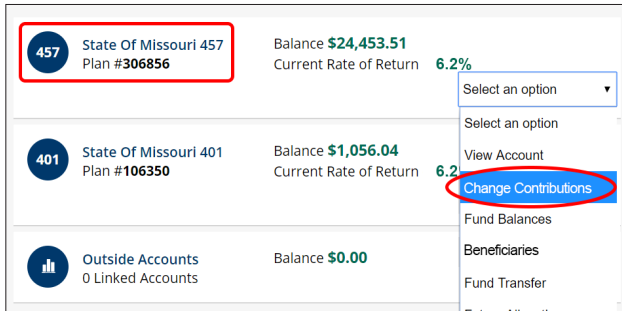
# HOW TO CHANGE YOUR CONTRIBUTION



Follow these steps to make changes to your deferred comp contribution.

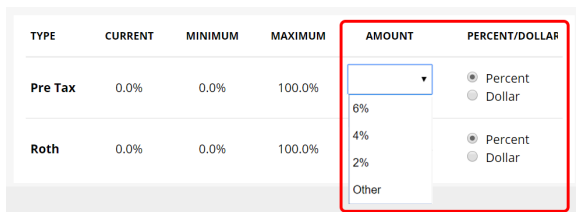
1 Log in to **Account Access** by visiting [www.modeferredcomp.org](http://www.modeferredcomp.org) or through the ESS Portal.

2 Select **Change Contributions** from the 457 drop down box in the middle of the page.



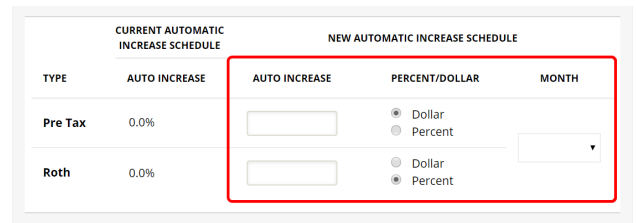
3 Determine whether you want to contribute Pre-Tax, Roth, or both and how much. For more information on which savings option is right for you or to use an award-winning calculator to calculate how much to save, visit [www.modeferredcomp.org](http://www.modeferredcomp.org).

4 Select the **Percent** or **Dollar** radio button in the appropriate row and enter your *per pay period* contribution amount. If you choose to save with a percent, you can either choose a percent listed in the drop down or select **Other** to enter a different amount.



**IMPORTANT:** At this point you have the option to automatically increase your savings each year in increments as little as 0.1% (percent-based) or \$5 per pay period using the Automatic Increase tool.

5 To activate the auto-increase tool, scroll down to the **Automatic Increase** section, enter an annual increase percentage or dollar amount and choose a month for the increase to occur.



6 If you are happy with your change(s), click **Next** at the bottom of the page, verify your elections on the following page, and then click **Submit** to finish the process. If you need to make additional changes, select the **Previous** button.

7 You will receive an email and/or letter confirming the contribution change(s).