

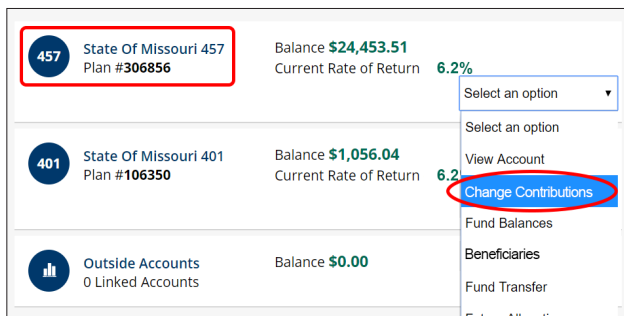
How to Change Your Contribution in Account Access



modeferredcomp.org | 800-392-0925

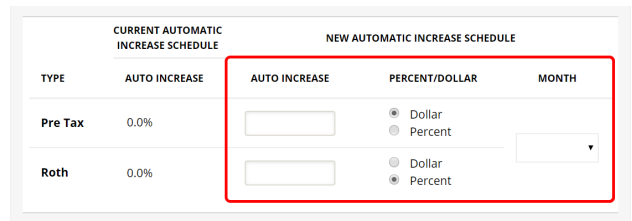
Starting, stopping or changing your current contribution, as well as utilizing the auto-increase tool can be done easily within Account Access. Follow the directions below to make changes to your deferred comp contribution.

- 1.) **Log in to Account Access** by visiting www.modeferredcomp.org or through the **ESS Portal**.
- 2.) **Select Change Contributions** from the **457 drop down** box in the middle of the page.



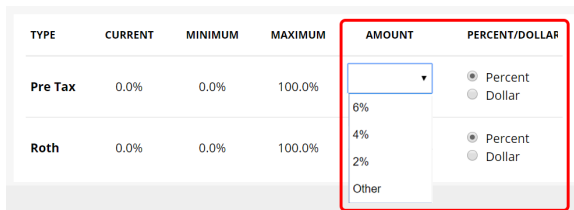
IMPORTANT: At this point, you have the option to automatically increase your savings each year in increments as little as 0.1% (percent-based) or \$5 (dollar-based) per pay period using the **Automatic Increase** tool.

- 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.



- 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.

- 3.) **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.



- 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).** **NOTE: Your new contribution will go into effect the first paycheck following the month you made the change.**