

How To Change Contribution Amounts

If you have more than one MissionSquare account, your accounts will be displayed on the overview page in the **My Accounts** tile.

First, you will need to select an account. Simply click on the Actions icon  next to the account name. This will display a pull-down menu.

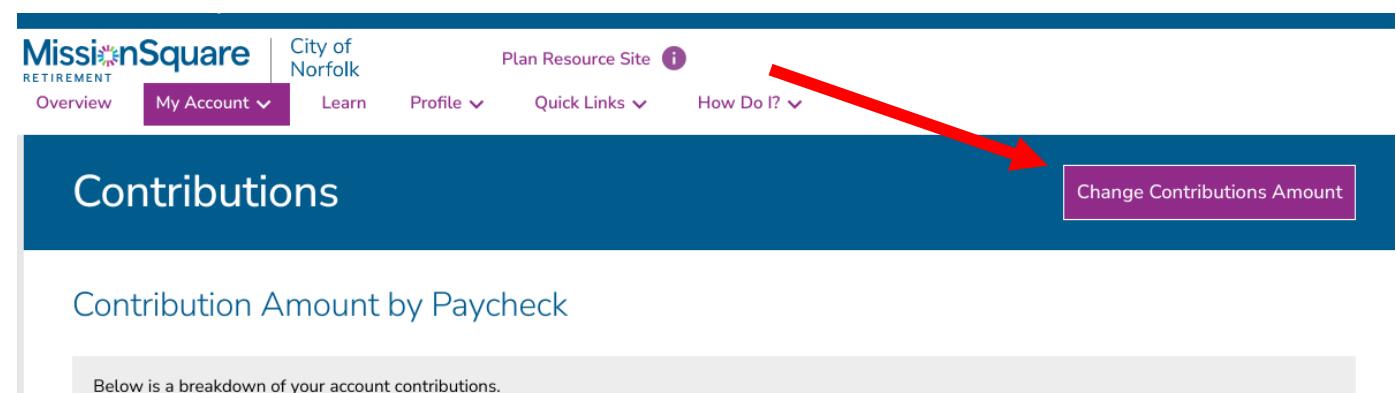
Select **Contributions** from the pull-down menu.

Once you've selected an account, the **Plan Resource Site** button will appear.

Select the **Change Contributions Amount** Button.

My Accounts

Account Name	Actions	Status	Last Contribut
KEVIN TEST PLAN (TEST1)		My Portfolio  Contributions 	\$1,000.
KEVIN TEST PLAN 2 (TEST2)		Loans & Withdrawals Statements My Plan Information Research Investments Financial Wellness	\$750. \$1,750.
Combined Values		To see a more complete picture of your retirement in	



The screenshot shows the MissionSquare website interface. At the top, there is a navigation bar with the MissionSquare logo, City of Norfolk, and links for Overview, My Account, Learn, Profile, Quick Links, and How Do I?. Below the navigation bar, the page title is 'Contributions'. A sub-section title 'Contribution Amount by Paycheck' is displayed. A call-to-action button 'Change Contributions Amount' is highlighted with a red arrow. A note at the bottom states: 'Below is a breakdown of your account contributions.'

From the **Change Contributions Amount** page, you can choose to change the contribution dollar amount or the percentage amount. (1)

You can change your contribution amount by entering either the percentage or dollar amounts in the boxes. (2)

Once you are satisfied with your changes, select **Continue**. (3)

The **Verify Your Changes** page will appear. You can choose the **Make Changes** button if you need to edit your amounts. (4)

When you are satisfied with your contribution amounts, verify your changes by selecting **Submit**. (5)

Change Contributions Amount

Pre-Tax and Roth

Contribute by \$ or % of pay? \$ %

Pre-Tax Contributions 2 %

Roth Contributions 4 %

Take advantage of auto-increase. It's easy and can help you stay on track for reaching your retirement goals! 3

Total amount: 6%

Continue

Change Contributions Amount

Verify Your Changes

You have chosen to opt-out of systematically increasing your contribution deferrals.

My Contributions

Pre-Tax Contribution Amount 1%

Roth Contribution Amount 4%

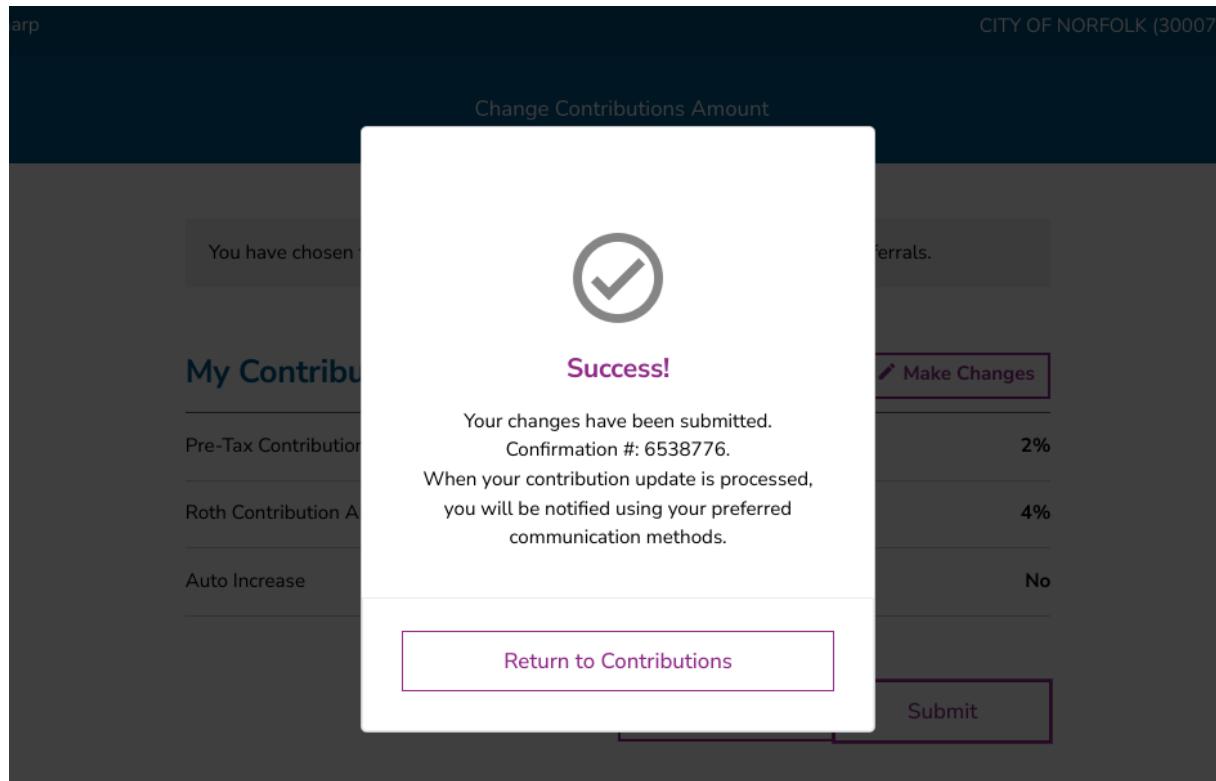
Auto Increase 5 No

Back Submit

Once your changes are submitted, you will receive a pop-up box that contains a confirmation number and message of

Success!

Once your contribution update is processed, MissionSquare will notify you via your preferred communication method.



For more tips and tools to help you plan, save, invest and retire, visit www.missionsq.org

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