

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.

The screenshot shows the 'My Accounts' section with a table of accounts. A pull-down menu is open for the first account, 'KEVIN TEST PLAN (TEST1)', showing options: My Portfolio, Contributions, Loans & Withdrawals, Statements, My Plan Information, Research Investments, and Financial Wellness. A red arrow points to the 'Contributions' option.

Account Name	Actions	Status	Last Contribut
KEVIN TEST PLAN (TEST1)	⋮		\$1,000.
KEVIN TEST PLAN 2 (TEST2)	⋮		\$750.
Combined Values			\$1,750.

The screenshot shows the 'Contributions' page. The 'Plan Resource Site' button is highlighted with a red arrow. Below the page title, there is a section titled 'Contribution Amount by Paycheck' with a note: 'Below is a breakdown of your account contributions.'

MissionSquare RETIREMENT | City of Norfolk | Plan Resource Site ⓘ

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Contributions

Change Contributions Amount

Contribution Amount by Paycheck

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 screenshot shows the 'Change Contributions Amount' page. At the top is a blue header with the title 'Change Contributions Amount' and a yellow callout box with the number '1' pointing to it. Below the header, the section 'Pre-Tax and Roth' is displayed. To the right of this section is a toggle for 'Contribute by \$ or % of pay?' with a yellow callout box '2' pointing to the percentage selection. Below this, there are input fields for 'Pre-Tax Contributions' and 'Roth Contributions', both showing '2' and '4' respectively, with a yellow callout box '2' pointing to these fields. At the bottom, there is a checkbox for 'Take advantage of auto-increase...' and a 'Continue' button, with a yellow callout box '3' pointing to the button. The total amount is shown as '6%'.

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)

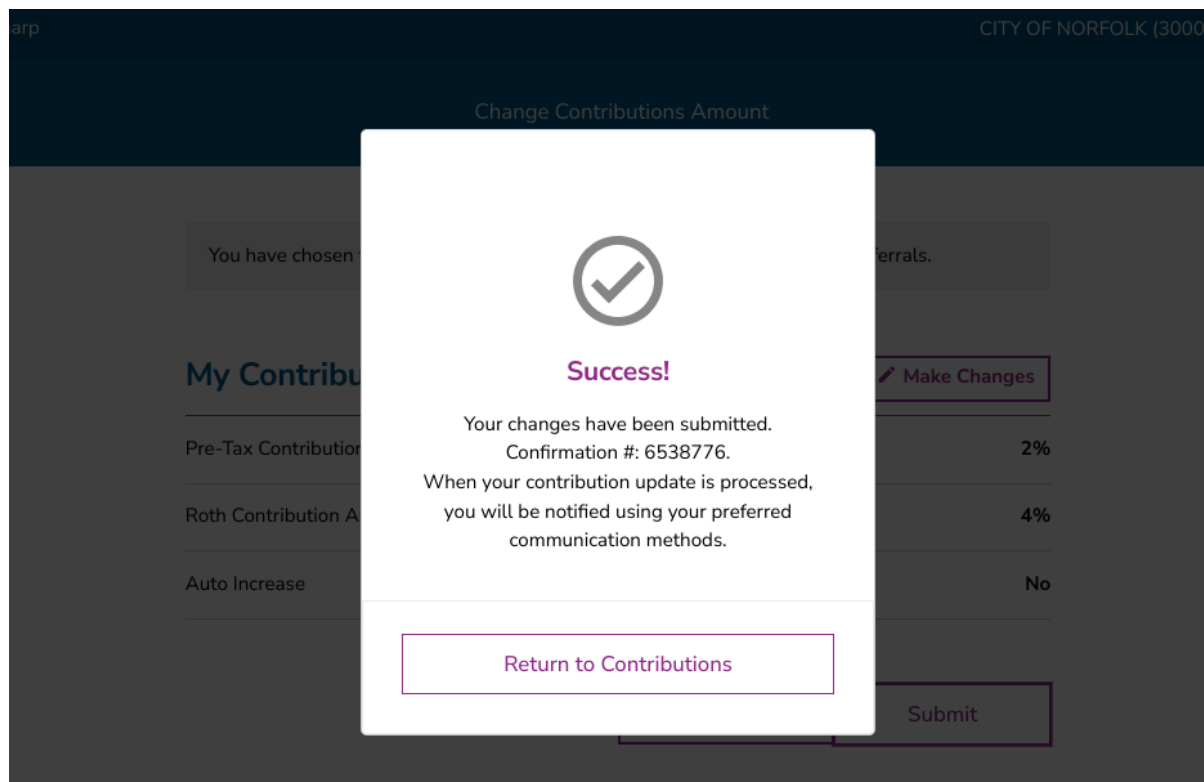
The screenshot shows the 'Verify Your Changes' page. At the top is a blue header with the title 'Change Contributions Amount' and a yellow callout box with the number '4' pointing to it. Below the header, the section 'Verify Your Changes' is displayed. A message states 'You have chosen to opt-out of systematically increasing your contribution deferrals.' Below this, the 'My Contributions' section shows a table with the following data:

Contribution Type	Amount
Pre-Tax Contribution Amount	1%
Roth Contribution Amount	4%
Auto Increase	No

At the bottom, there are 'Back' and 'Submit' buttons, with a yellow callout box '5' pointing to the 'Submit' button. A 'Make Changes' button is also visible at the top right of the table area.

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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