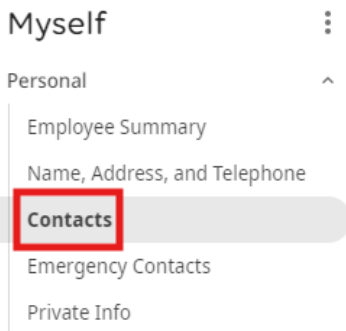


Enroll In/Update 401k Elections:

Step 1 – Beneficiaries:

1. Navigate to Myself → Personal → Contacts



2. This is where you will add any beneficiaries you want to have listed on your 401k. You can list as many beneficiaries as you would like.
 - a. **Important Note:** Make sure that each Contact that you would like to be a beneficiary has the “Beneficiary” checkbox checked. You can check this by clicking the name of any beneficiary to update the checkboxes.

Contacts add print help >

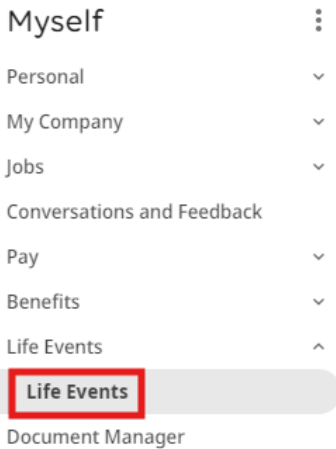
Status: Active		
Name ↑	Relationship	Designation
	Spouse	<input checked="" type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input checked="" type="checkbox"/> Emergency contact
	Sister	<input checked="" type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input checked="" type="checkbox"/> Emergency contact
	Father	<input checked="" type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input checked="" type="checkbox"/> Emergency contact
	Mother	<input checked="" type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input checked="" type="checkbox"/> Emergency contact

3. If you do not have any beneficiaries designated in this section you will not be able to elect or change your 401k elections.



Step 2 – Enrollment/Changes

1. Navigate to Myself → Life Events → Life Events




2. Click the blue “401K Contribution Changes”

Description	Message
401K Contribution Changes	You have the flexibility to make changes to your 401k in these changes to take effect and reflect in your account

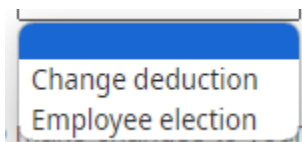
3. About This Life Event

About This Life Event

When did this happen? 

What was the reason?

- a. When did this happen?
 - i. Today’s date or the date you want the change to go into effect
- b. What was the reason?
 - i. Change deduction – to change the amount you are currently contributing.
 - ii. Employee election – to enroll for the first time



4. Verify Beneficiary And Dependent Information

- a. Ensure one last time that everyone you would like listed as a beneficiary is shown here.

Deferred Comp(USA)

401K Traditional

401K Traditional Catchup

401K Roth

401K Roth Catchup

5.

- a. Yellow highlighted options relate to the Traditional 401k
b. Green highlighted options relate to the Roth 401k
c. The “Catchup” contribution options are for those team members who are 50 years and older. It gives you the option to contribute an additional amount each year towards your retirement.

6. Confirm Your Elections or Changes and hit “Submit” at the top to finalize your changes.

7. Once your change has been approved it may take one or two pay periods to reflect on your paycheck.

