

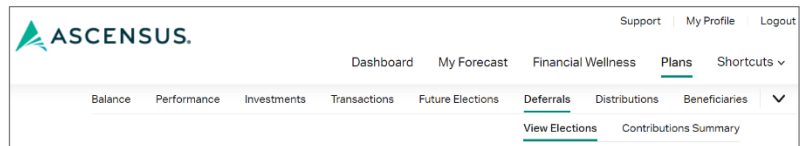
Retirement Plan Information Online Contribution Change

Within your account website you can make changes to your saving rate.
Login at secure.ascensus.com.

STEP 1

From the Dashboard select:

- Plans
- Deferrals
- View Elections

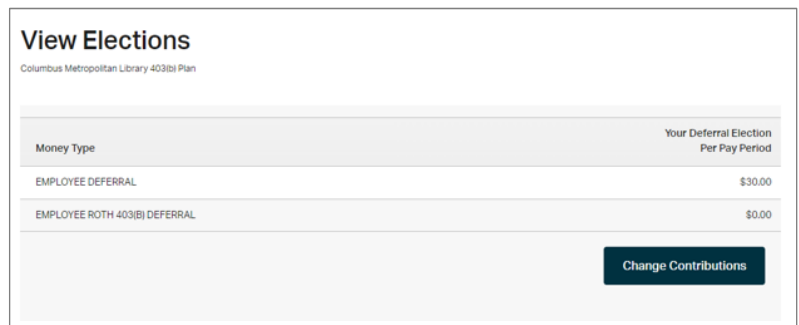


The screenshot shows the Ascensus dashboard navigation menu. The 'Plans' tab is selected, and the 'View Elections' option is highlighted under the 'Deferrals' sub-tab.

STEP 2

From View Elections:

- Select Change Contributions



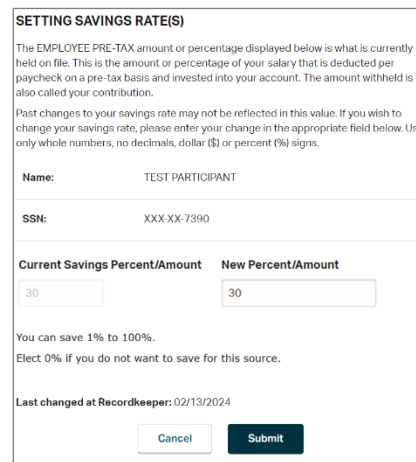
The screenshot shows the 'View Elections' page for the Columbus Metropolitan Library 403(b) Plan. It displays a table with two rows: 'EMPLOYEE DEFERRAL' with a value of \$30.00 and 'EMPLOYEE ROTH 403(B) DEFERRAL' with a value of \$0.00. A 'Change Contributions' button is visible at the bottom right.

Money Type	Your Deferral Election Per Pay Period
EMPLOYEE DEFERRAL	\$30.00
EMPLOYEE ROTH 403(B) DEFERRAL	\$0.00

STEP 3

From Savings Rate(s):

- Enter the new amount that you would like to save
- Submit



The screenshot shows the 'SETTING SAVINGS RATE(S)' form. It includes a text area for instructions, fields for Name (TEST PARTICIPANT) and SSN (XXX-XX-7390), and input fields for Current Savings Percent/Amount (30) and New Percent/Amount (30). A 'Submit' button is at the bottom right.

SETTING SAVINGS RATE(S)

The EMPLOYEE PRE-TAX amount or percentage displayed below is what is currently held on file. This is the amount or percentage of your salary that is deducted per paycheck on a pre-tax basis and invested into your account. The amount withheld is also called your contribution.

Past changes to your savings rate may not be reflected in this value. If you wish to change your savings rate, please enter your change in the appropriate field below. Use only whole numbers, no decimals, dollar (\$) or percent (%) signs.

Name: TEST PARTICIPANT

SSN: XXX-XX-7390

Current Savings Percent/Amount	New Percent/Amount
30	30

You can save 1% to 100%.
Elect 0% if you do not want to save for this source.

Last changed at Recordkeeper: 02/13/2024

Cancel Submit



If you have any questions, contact the Participant Service Center at 844-749-9981.