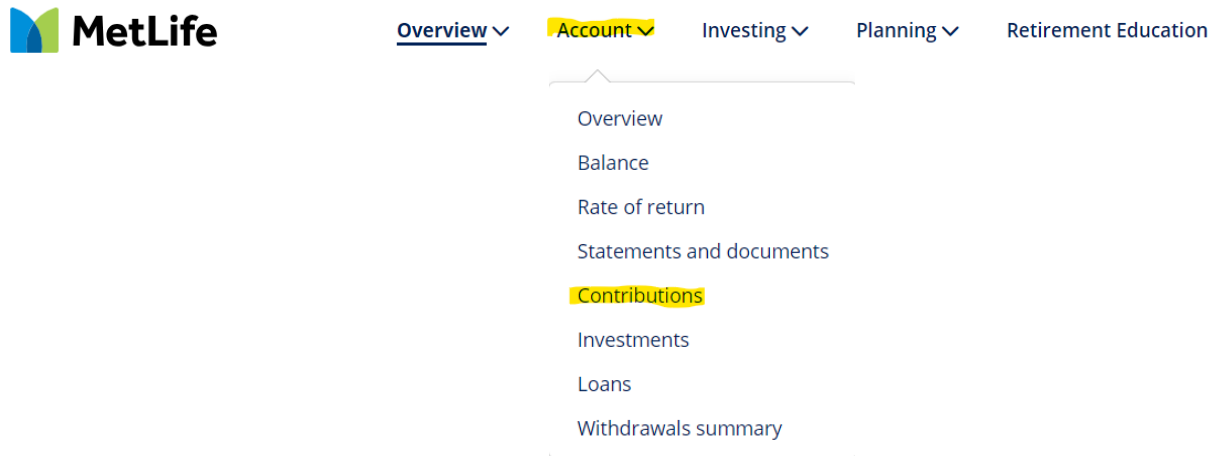


## How to change your MetLife 403(b) contributions:

Log into **MetLife Participant Website**: [mlr.metlife.com](http://mlr.metlife.com)

If you do not have an online account, click the green **Register** button, and select I do not have a PIN and complete requested information to create online account.

From the **Account** drop-down, select **Contributions**.



- This screen will show your current contributions. Click the **Edit** button to change your contributions.

### My Contributions

Contribution	Type		
\$50.00	Before Tax	<a href="#">Add Auto Increase</a>	<button>Edit</button>

#### Standard

Standard contributions are deducted from your paycheck. Contributions in the Standard group include Before Tax and Roth.

Add / Edit

- Either click on the dollar amount to type in new amount or use the slider bar at the bottom of the screen to change your contribution. You can change the effective date if you wish to change the contribution on a later date. Click **Continue** once you are done.

### Standard Contribution

Select the contribution to be automatically deducted from your paycheck.

Select another contribution rate

MY STANDARD CONTRIBUTION ⓘ

**\$50** \$

Per pay period

The amount deducted from your paycheck each pay period.

[Select other date](#)

- Next, you can select the type of contribution. **Before tax, Roth** or **Split**. Select the option you wish, it defaults to your current contribution type. Click **Continue** once you are done.

### Osseo Area Schools 403(b) Retirement Savings Plan: Select Contribution

What type of contribution would you like to make?

[Compare them](#) | [Calculators](#) | [Plan Rules](#)

Before Tax

Before-tax contributions are made from before tax money.

Roth

Roth contributions are made from after-tax money.

\$100.00 Before Tax contribution

\$100.00 Roth contribution

Split your contribution

- Review your change(s) and either click **Confirm & Continue** or **Edit** if more changes are needed.

### My Contributions

Contribution	Type		
\$100.00	Before Tax	<a href="#">Add Auto Increase</a>	<a href="#">Edit</a>

By clicking the "Confirm & Continue" button, you authorize payroll deductions as indicated above.

[Confirm & Continue](#)


### Standard

Standard contributions are deducted from your paycheck. Contributions in the Standard group include Before Tax and Roth.

[Add / Edit](#)

- Confirmation of your change(s) will be on the following screen.

### My Contributions

 Your changes will be reported to your plan sponsor, and will be processed as soon as administratively feasible, subject to your plan terms and your payroll cycle.

#### Contribution Details

PLAN:	Osseo Area Schools 403(b) Retirement Savings Plan
CONTRIBUTION RATE:	\$100.00 Before Tax
CONFIRMATION NUMBER:	1830935740

[My Contributions](#)

Contribution changes are sent from MetLife to the Osseo Area Schools payroll department every Monday (If Monday is a holiday the report is sent the previous Friday). Payroll is processed 1 week prior to the payroll date; therefore, contribution changes are not guaranteed to be on the next immediate payroll.

You can also call MetLife to make changes by calling 1-800-543-2520.

There are several other tasks that can be completed on your MetLife online account, including changing investments, beneficiaries, reviewing current balance and accessing quarterly statements. There are also several other resources and education available on the website.