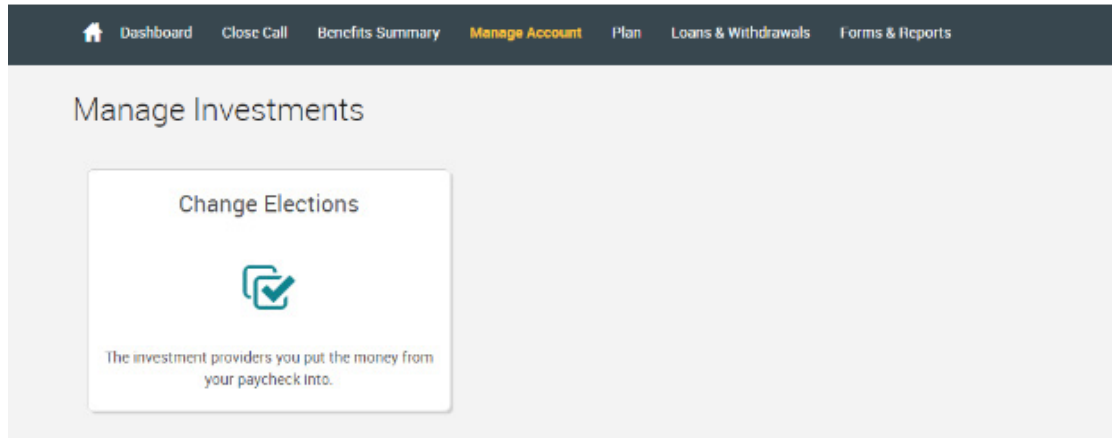


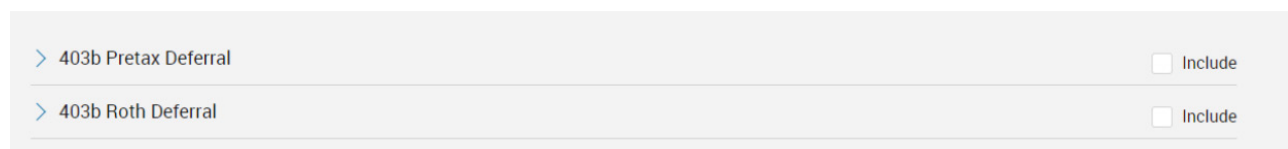


HOW TO CHANGE 403(b) AND/OR 457(b) CONTRIBUTION ELECTIONS

- 1 Visit www.tcgservices.com and **Login**. From your Dashboard Menu, hover over **Manage Account**.
- 2 Select **Manage Investments** from the dropdown menu, and below is what you will see:



- 3 Click **Change Elections** to change the amount you are contributing or the investment provider to whom you are allocated.
- 4 Once you click the appropriate link, you'll be taken to the screen below
 - a. On the next screen you will see the option for Pretax Deferral and, if available in your plan, Roth Deferral.
 - b. Click the "include" box next to the source(s) for which you would like to make changes.
 - c. Click the arrows next to the contribution source you wish to change to expand the menu and see the available investment providers.





- 5 In the expanded list, find your investment provider and enter your contribution election amount in the “New Per Pay Period Election” column across from your provider’s name.

REMEMBER: This is a per-paycheck amount and, once started, will come out of every paycheck.

- 6 Once you’ve entered your new elections, click the check box at the bottom to authorize the change and click “Next”.

I authorize this investment election change

CANCEL NEXT

- 7 On the Review Elections Screen, confirm that your elections are correct. If not, click “Back”, and make any changes. If everything is correct, click **Submit**.
- 8 When you receive your six-digit confirmation number, you will have completed the investment allocation change.

Need help? Our team is here to provide assistance!

- (800) 943-9179
- info@tcgservices.com
- www.tcgservices.com/chat