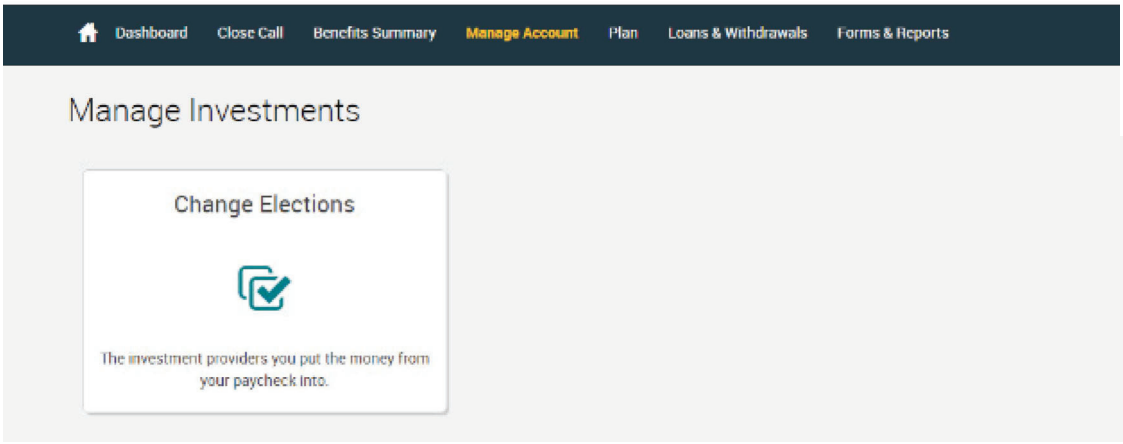
HOW TO CHANGE 403(b) AND/OR 457(b) CONTRIBUTION ELECTIONS

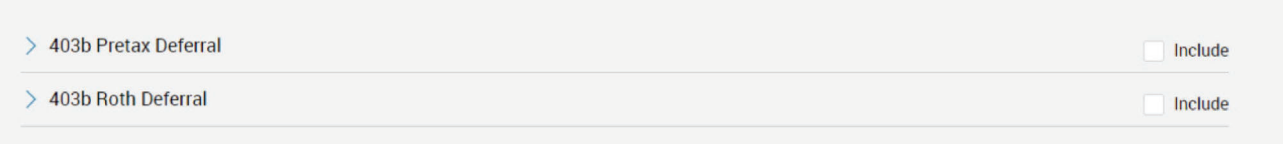
1. Visit **www.tcgservices.com** and **Login**. From your Dashboard Menu, hover over **Manage Account.**
2. Select **Manage Investments** from the dropdown menu, and below is what you will see:



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

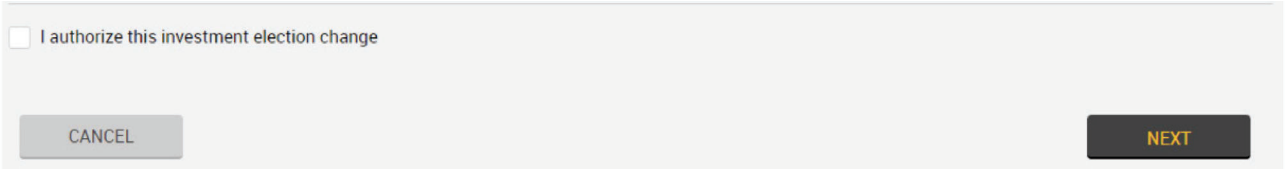
   a. On the next screen you will see the option for Pretax Deferral and, if available in your plan, Roth Deferral.
   b. Click the "include" box next to the source(s) for which you would like to make changes.
   c. Click the arrows next to the contribution source you wish to change to expand the menu and 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".**



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!

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