401(k) Change Contribution Instructions

1. **First time users Register or Sign in to Fidelity using the NetBenefits website at the following link:** www.netbenefits.com
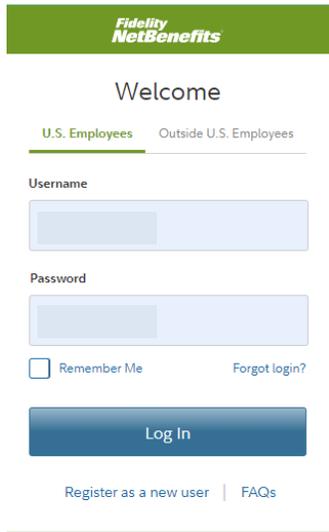
2. **Once logged in, select *Quick Links*.**
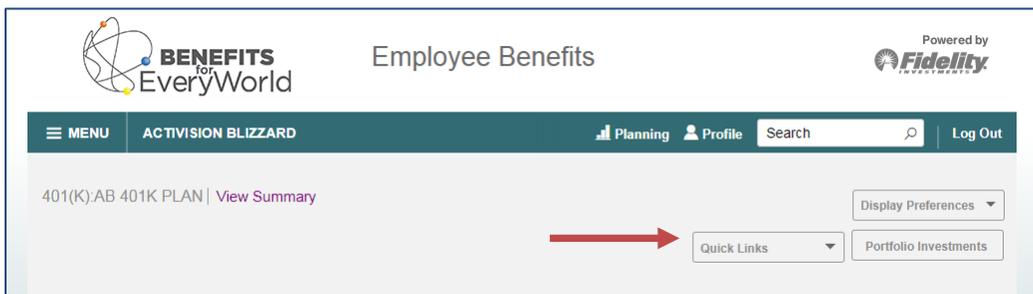
3. **From *Quick Links*, select *Contribution Amount.***
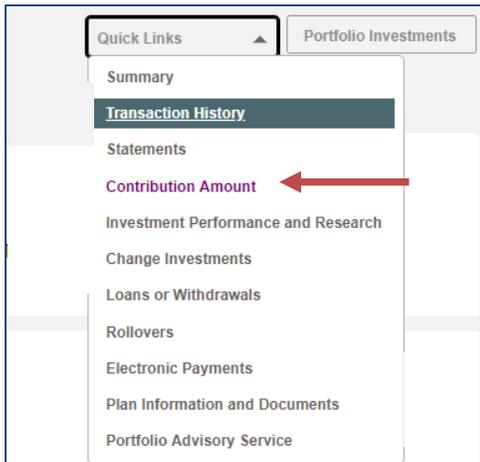
4. Select *Contribution Amount* again.
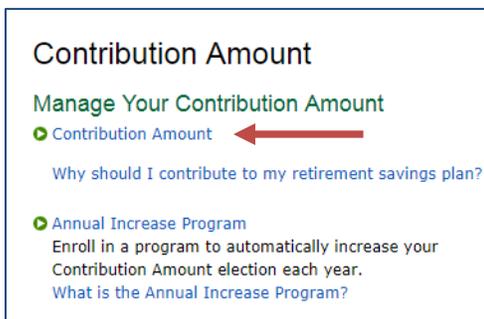
5. Select *Begin Change Contributions.*
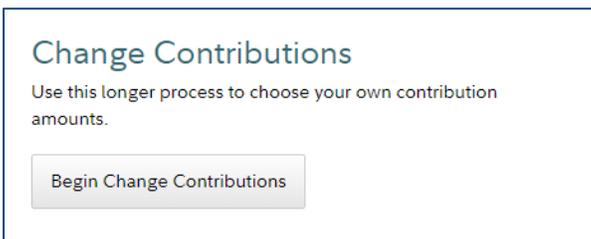
6. Adjust your contributions from your regular pay and/or bonus pay to the Pre-Tax, Roth, and/or After-Tax 401(k) as desired.
   - To change your regular pay and/or bonus pay contribution to the Pre-Tax 401(k), change the percentage under *Pre-Tax Deferral* and/or *Pre-Tax Bonus*, respectively.
   - To change your regular pay and/or bonus pay contribution to the Roth 401(k), change the percentage under *Roth Deferral* and/or *Roth Bonus*
   - To change your regular pay and/or bonus pay contribution to the After-Tax 401(k), change the percentage under *After-tax* and/or *After-tax Bonus*

Contribution Amount

PRE-TAX DEFERRAL

Current Election	X%
Desired Election	X %

(0% to 75% in increments of 1%)

PRE-TAX BONUS

Current Election	X%
Desired Election	X %

(0% to 100% in increments of 1%)

ROTH DEFERRAL

Current Election	X%
Desired Election	X %

(0% to 75% in increments of 1%)

ROTH BONUS

Current Election	X%
Desired Election	X %

(0% to 100% in increments of 1%)

AFTER-TAX

Current Election	X%
Desired Election	X %

(0% to 20% in increments of 1%)

AFTER-TAX BONUS

Current Election	X%
Desired Election	X %

(0% to 20% in increments of 1%)

7. **To finalize your changes, select *Change Contribution Amount*.**

Your changes will generally take effect in 1 to 2 pay periods depending upon when your employer makes your requested payroll change.

Change Contribution Amount

8. **Once you change your contribution amounts, you will be redirected to a page to review your elections. If you are satisfied, select *Submit* and print/save a copy of your confirmation. If you need to make additional changes, select *Previous.***

When you click Submit, a confirmation page will be displayed, which you may print and save for your records.

< Previous   Submit