

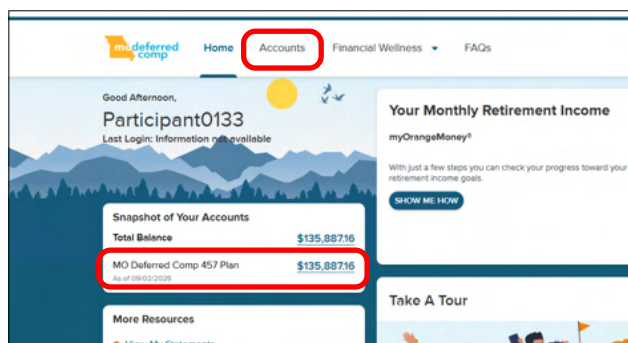
# HOW TO CHANGE YOUR CONTRIBUTION



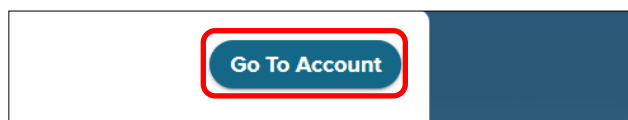
Follow these steps to make changes to your deferred comp contribution.

1 Log in to your MO Deferred Comp account by visiting [www.modeferredcomp.org](http://www.modeferredcomp.org).

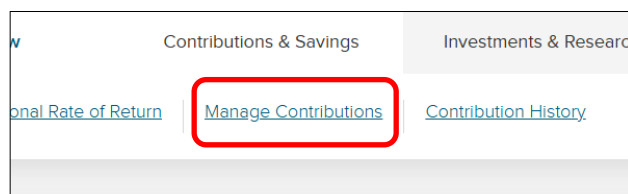
2 Click on **Account** from the main menu or your MO Deferred Comp 457 Plan **balance** on the lefthand side of the page.



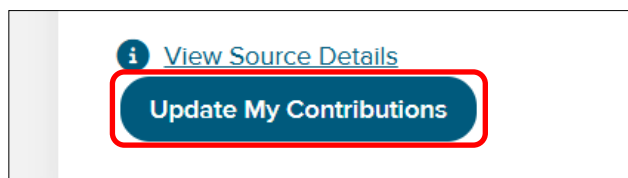
3 Click the **Go to Account** button at the top of the page.



4 On the next page, hover over the **Contributions & Savings** menu item and click **Manage Contributions**.



5 Click the **Update My Contributions** button.



6 Determine whether you want to contribute **Pre-Tax and/or Roth**. Select the **Percentage** or **Dollar Amount** radio button (if you contribute to both pre-tax and roth you can only contribute via a percent or dollar amount). Next, enter in your contribution amount (this is a per pay period contribution).



**IMPORTANT:** At this point you have the option to automatically increase your savings each year in increments as little as 0.1% (percent-based) or \$12.50 per pay period using the automatic escalator tool.

5 To utilize the automatic escalator tool, enter your desired **automatic increase amount**, choose a **frequency**, and **start date**.

6 If you are happy with your change(s), click the **Save Contribution Updates** button when you are finished.

7 On the next page, confirm the change(s) you have made and then click **Submit**.