

HOW TO CHANGE YOUR CONTRIBUTION



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

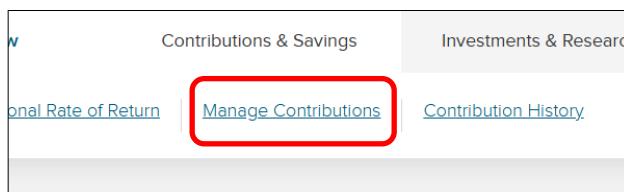
- 1 Log in to your MO Deferred Comp account by visiting www.modeferecomp.org.
- 2 Click on **Account** from the main menu or your MO Deferred Comp 457 Plan **balance** on the lefthand side of the page.



- 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**.