NEWPORT GROUP™

How a Participant Makes Changes to Their Deferral Rate

A Participant can make changes to their contribution rate at any time, by following these steps:

- Log in to your Participant account
- From the **Manage** tab, select the **Manage Investments** option from the drop-down menu
- Under the **Change Contribution Rates** section, click **GET STARTED**
- Click **EDIT PRE TAX**
- Select **Change Contributions**. Then select either "**$ Dollar Amounts**" or "**% Percentages**" and enter an amount in the Pre Tax box.
- Click **"NEXT"**
- On the following screen, confirm that your contribution selection is correct and click **"SUBMIT"** to complete your request

IMPORTANT: Please note that you will need to obtain a confirmation number to ensure the request is processed. If you do not receive a confirmation number YOUR REQUEST WILL NOT BE PROCESSED

If you have any additional questions, please contact Newport Group Client Services at 1-888-886-8256 or clientservices@newportgroup.com