You will want to go to to <u>www.Transamerica.com</u> and either Create and Account or Log In to your current account.



Select Individual under the 'Tell us who you are' or Sign Up for an account.

NEWS RESOURCE CENTER	Q search	D CONT	act 🕴 🖪 creat	E ACCOUNT 🕴 🙎 LOG IN
Transamerica	Retirement 🗸 Employee Benefits 🗸	Investments ~ Insurance ~	Annuities $\sim$	Why Transamerica $  imes $
	1 Identify Yourself	Choose an account		
LOG IN				Need an account? SIGN UP →
First, tell us who Hover over each link below yourself. Then click on the l	you are to find out how to best identify link that best describes you.			
🚊 Individual	al			
🕰 Employer				

After selecting Individual, it will ask for which type of plan you are wanting to log into. Select Retirement Plans



Then log in with your credentials you created

a the second	
Access your account	
Please login using your username and password	
- Veename	
<u>vourusernamehere</u>	
FORGOT USERNAME?	
Pasword -	
FORGOT PASSWORD?	
LOGIN	
Need to Register?	
CREATE YOUR ACCOUNT ->	

Once you successfully log in, you will then see a snapshot of both your 403B and the 401A plans SPU has in place. Click on View Details next to the 403B

Transamerica"		<b>CA</b> ~
WELCOME,		
CARRIE		
Retirement Plans <sup>(1)</sup>		
Defined Contribution ③		Total balance
A fresh look is here! We're making it easier to manage and navigate your account. Lo	ook for more enhancements throughout the yea	r. ×
SEATTLE PACIFIC UNIVERSITY EMPLOYEE SAVINGS PLAN - 403(B) Account #TT069381-00001	Rate of Rovern Balance VTD as of 06/05/2023	. VIEW DETAILS ->
SEATTLE PACIFIC UNIVERSITY DEFINED CONTRIBUTION RETIREMENT PLAN Account #TT080404-00001	Rate of Return Balance as of 06/08/2023	VIEW DETAILS →

Then hover over the Contributions Tab at the top/middle of the page and a drop down with one selection that says View or Update contributions, click on that drop down



The next page populates with your current contributions to your 403B and whatever your current contribution percentage is, you want to add 2% to that number to make up for the difference in the 401A plan with the change from 9% to 7%. This way your contributions and your income stay the same, pre-tax contributions.

II Save more automatically with Auto-Increase.	
Build your retirement nest egg more quickly by automatically increasing your contribution rate each year. Do you want to use Auto-Increase? 🔿 Yes 💿 No	
All amounts are per pay period.	Enter amounts in: 🦌 💲
Min/Max Contribution: Employee Pre-Tax	0.00% - 100.00% combined 🧕
Regular Contribution	3.00 36
Roth Contribution	
Regular Contribution	0.00 %
Totals for Contribution Group	
Regular Contribution	3.00%
Would you like to calculate your estimated paycheck deduction?	Auto-Increase date         Annual auto-increases will go into effect each year beginning:         06/09/2024
Page	1 of 3 NEXT

After you make the change to your contribution % amount, click Next at the bottom right of the page and a page will populate for you to review your contribution changes before you submit them. If they look how you wanted them to look, click Submit in the bottom right side of the page.

Please note: This change affects your future contributions only want on file going forward are listed appropriately below.	ly and overrides any previous elections across all your contribution types. Please ensure you review an	nd confirm that all contribution elections you
Employee Pre-Tax		
Regular Contribution		1.00%
Roth Contribution		
Regular Contribution		0.00%
Totals for Contribution Group		
Regular Contribution		1.00%
BACK	Page 2 of 3	SUBMIT

After you hit submit, you will see a page that says Your new contribution amounts have been confirmed.

		ALLUUIIL #11007301-00001
<ul> <li>Your new contribution amounts have been confirmed.</li> <li>Your new contribution amount will be effective as soon as ad change will not occur until the following month's payroll.</li> </ul>	ministratively feasible. However, please note that if you make a change toward	the end of a month you may miss the payroll deadline, and if so, the
Employee Pre-Tax		
Regular Contribution		1.009
Roth Contribution		
Regular Contribution		0.009
Totals for Contribution Group		
Regular Contribution		1.009
	Page 3 of 3	PRIN

Once you make these changes, Transamerica notifies HR and we manually process them for the correct payroll period. If you want your changes to take effect for the July 1 2023 start date of the change be sure to have the changes submitted by July 6<sup>th</sup>. (July work hours are paid in August so you won't see these changes on your July 1 (exempt) July 10 (non-exempt) paycheck as that is payment for June work.