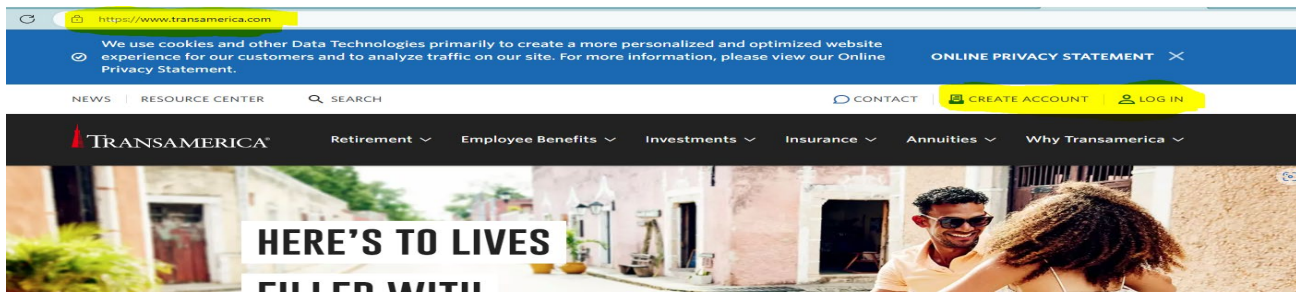
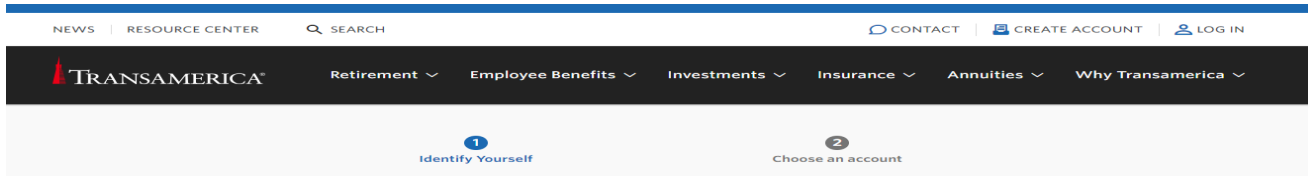


You will want to go to [www.Transamerica.com](https://www.transamerica.com) and either Create and Account or Log In to your current account.



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



LOG IN

Need an account?
[SIGN UP →](#)

First, tell us who you are

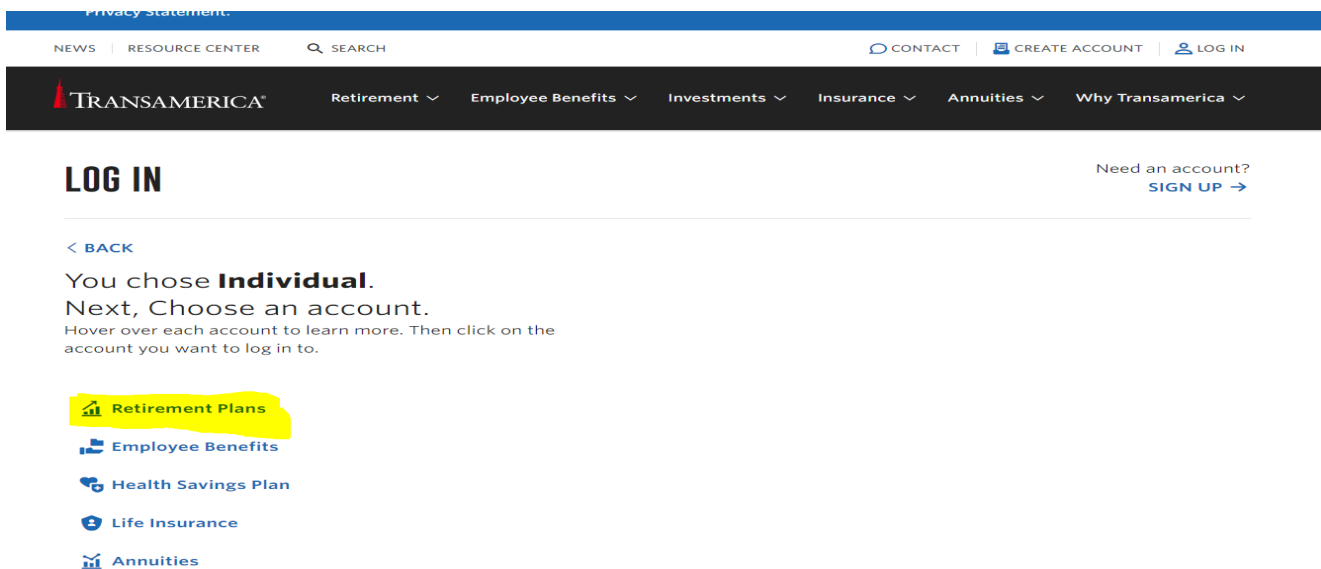
Hover over each link below to find out how to best identify yourself. Then click on the link that best describes you.

 [Individual](#)

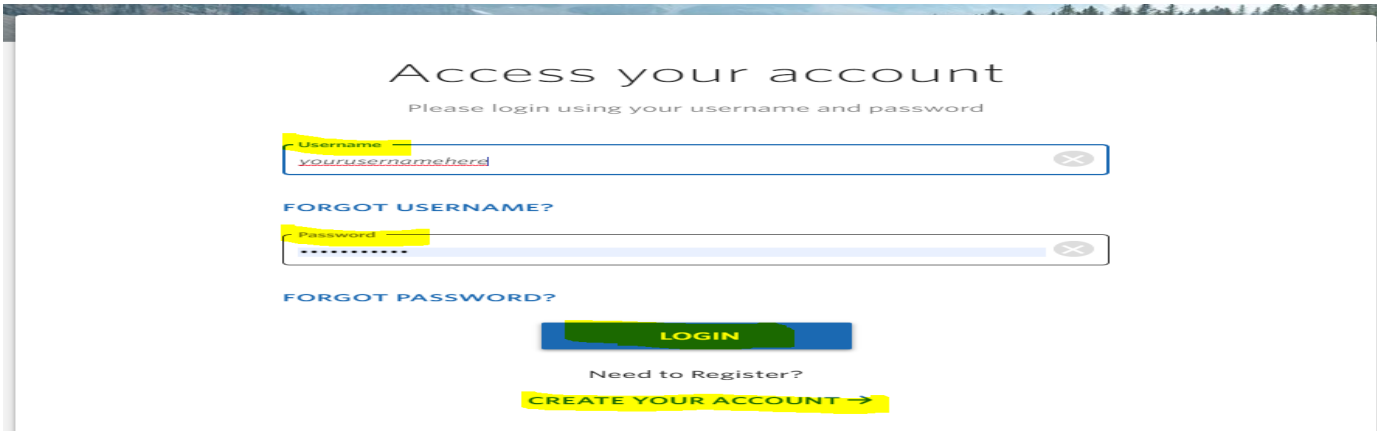
 [Financial Professional](#)

 [Employer](#)

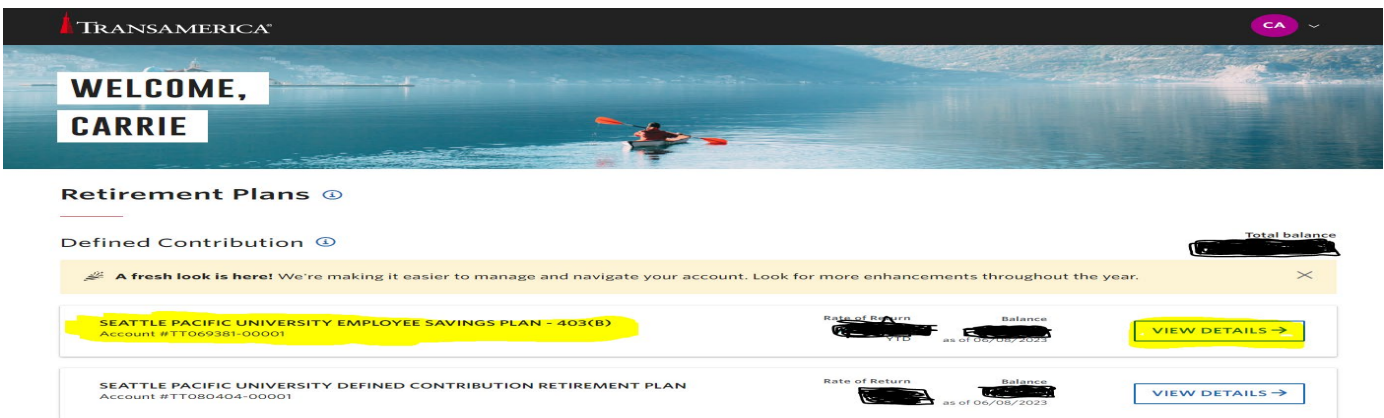
After selecting Individual, it will ask for which type of plan you are wanting to log into. Select Retirement Plans



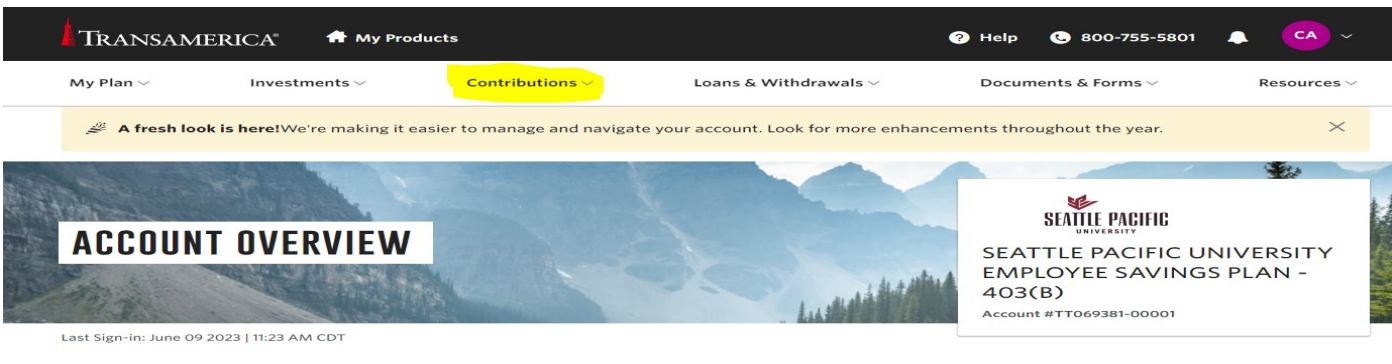
Then log in with your credentials you created



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



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.

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:	0.00% - 100.00% combined
Employee Pre-Tax	
Regular Contribution	3.00%
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

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 review your elections below and click Submit to complete your request.

Please note: This change affects your future contributions only and overrides any previous elections across all your contribution types. Please ensure you review and confirm that all contribution elections you want on file going forward are listed appropriately below.

Employee Pre-Tax	
Regular Contribution	1.00%
Roth Contribution	
Regular Contribution	0.00%
Totals for Contribution Group	
Regular Contribution	1.00%

Page 2 of 3

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

ACCOUNT # 110038100001

Your new contribution amounts have been confirmed. Your new contribution amount will be effective as soon as administratively 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 change will not occur until the following month's payroll.

Employee Pre-Tax	
Regular Contribution	1.00%
Roth Contribution	
Regular Contribution	0.00%
Totals for Contribution Group	
Regular Contribution	1.00%

Page 3 of 3

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 6th. (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.