457 Contribution Changes

1. On the Home Screen under Transactions click “Change Paycheck Contribution”

2. Select the type of deferral change (for example is this an ongoing change or for a single payroll)
3. Enter the contribution change amount and if you would like this before or after tax and the effective date of the contribution change

4. Confirm your election and click “Submit”

5. Ensure your contribution change went through by a confirmation screen with confirmation number