



Change Participant Contribution Rate via the Website

Visit <https://retirementplanconsultants.info/login/>

Type in your **Username** and **Password**, or follow the instructions provided in your welcome letter.

Select role from dropdown menu: **Participant**

Click the **Login** button

A One-Time PIN (OTP) is required to login using multi-factor authentication (MFA). If you need additional guidance with the OTP process, click the **Guide to Logging in with MFA** link (located at the top of this gray login box).

On the Participant Dashboard, your **Current Contribution Rate** will display.

Click the **Change Contribution Rate** button to update your selection.

Click the **Edit** link for the Source (**Pre-Tax, Roth, After Tax**) that you would like to update.



Change Participant Contribution Rate via the Website

Step 1: Click the appropriate option:

- **No Changes:** Make no changes to your current contribution rate for this source (Pre-Tax, Roth, After Tax).
- **Stop Contributions:** Stop contributions to your current contribution rate for this source (Pre-Tax, Roth, After Tax).
 - You may stop contributions at any time.
- **Change Contributions:** Increase or Decrease your current contribution rate for this source (Pre-Tax, Roth, After Tax).

Step 2: Change the contribution rate here, if needed.

NOTE: Your Plan Sponsor may limit to when you may complete changes. Check with your Plan Sponsor to determine how often you may increase or decrease your contribution rate.

Step 3: Click the **Next** button.

Step 1: Review your selections.

Step 2: Click the **Submit** button.

A Confirmation Number will display.

Your Plan Sponsor will be notified of the request. You may contact them to see when the change will take place in accordance with the provisions in plan document.

Click the **Done** button.