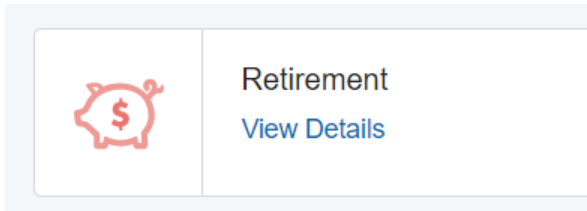




Directions for 401K Contribution Change

Log onto your paychex account online or through the app to see the dashboard.

- Click on Retirement (view Details)



- Under your balance overview, click on View Contributions:

Balance Overview	as of Jun 8
Total Balance	
Vested Balance ⓘ	
YTD Performance ⓘ	
Last Contribution	
Your Contribution Rate	5%
View Contributions	

- Click edit to update your contribution percentage:

Contributions	Edit
Your Total Contribution Per Pay Period	5%
Your Pretax Contribution	5%
Your Roth Contribution	0%
Total Employer Contribution Per Pay Period	4%
Employer Match	4%

Note: Changes take 3-5 business day to take effect.