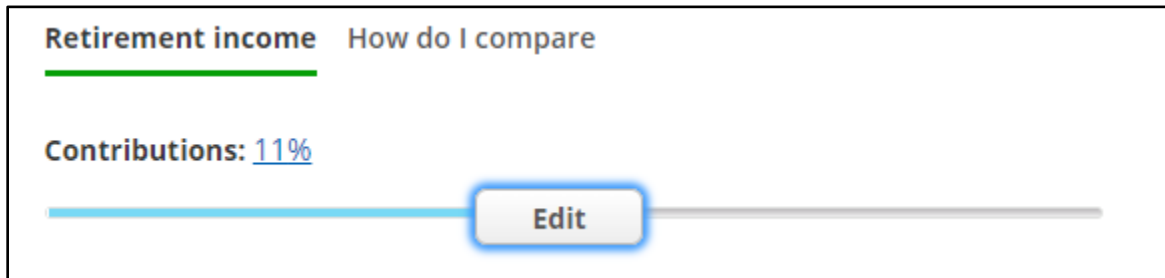
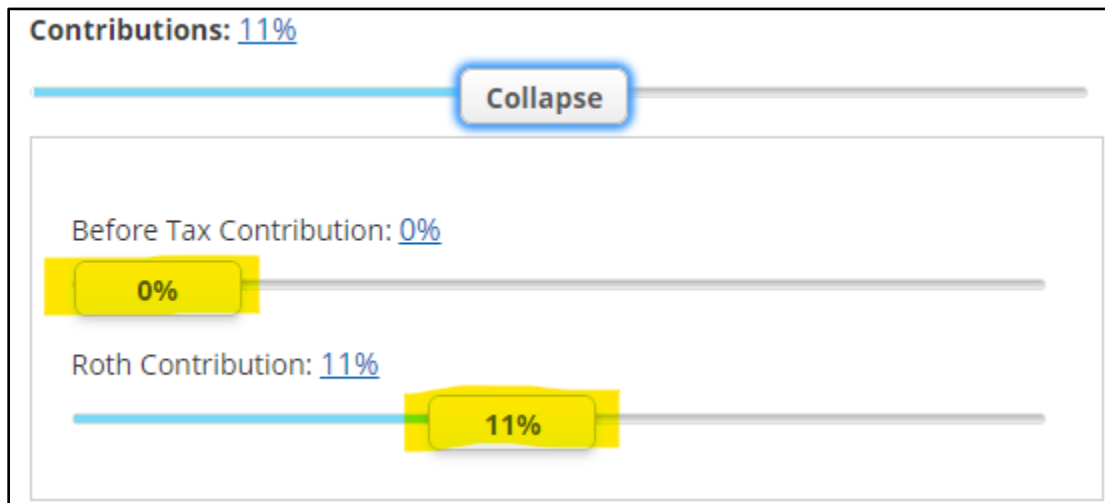


Changing 401k Contribution Rate

1. Log or register an account through the Empower Portal at <https://participant.empower-retirement.com/participant>
 - a. There are 3 different ways to update your 401k contribution rate.
2. OPTION #1: On the landing page, your contribution rate will be listed in the middle of the page.



3. Click on Edit to change the percentage amount. Drag the percentage bar on the top to change the Before Tax Contribution. If you have a Roth contribution, the bottom percentage bar would change.



4. OPTION #2: Navigate in the top menu to Account > Contributions. Click on Edit.

My Contributions			
Contribution	Type		
11%	Roth	Add Auto Increase	<input type="button" value="Edit"/>



5. You will have the option to select either a percentage or a specific dollar amount. You will drag the amount or percentage on the highlighted bar.

Standard Contribution

Select the contribution to be automatically deducted from your paycheck.

Select another contribution rate

MY STANDARD CONTRIBUTION ⓘ

11%

\$296.15 per pay period

The estimated amount to be deducted from your paycheck is based on the salary provided times your contribution rate.

COMPANY MATCH
KGPCo, Inc. 401(k) Savings Plan
matches up to

- 25% of deferrals up to 8% of compensation

[Select other rate](#)

11%

6. OPTION #3: Call Empower's customer service to assist you with adjusting your contribution. Their number is 1-800-338-4015.