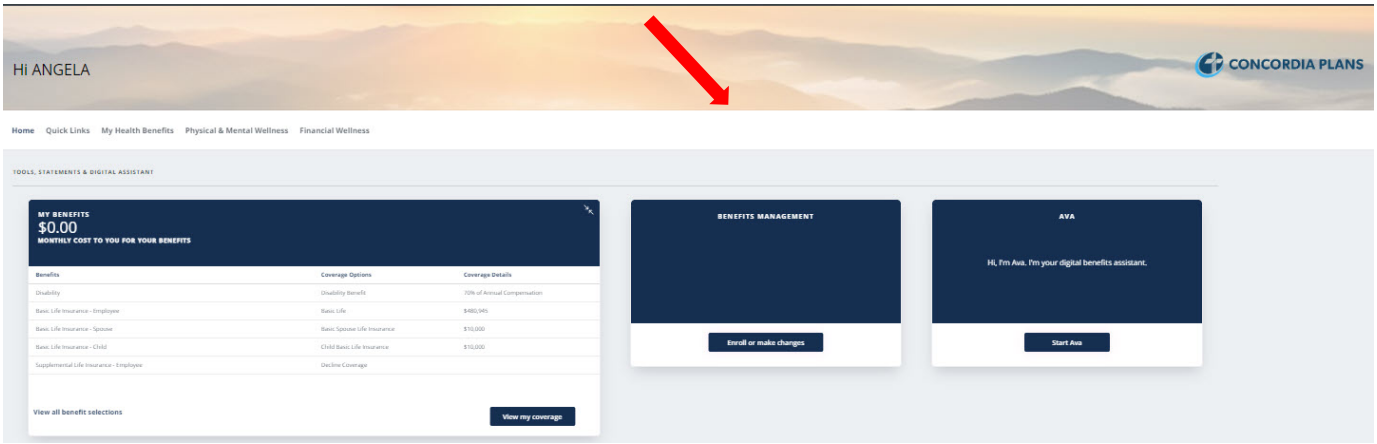
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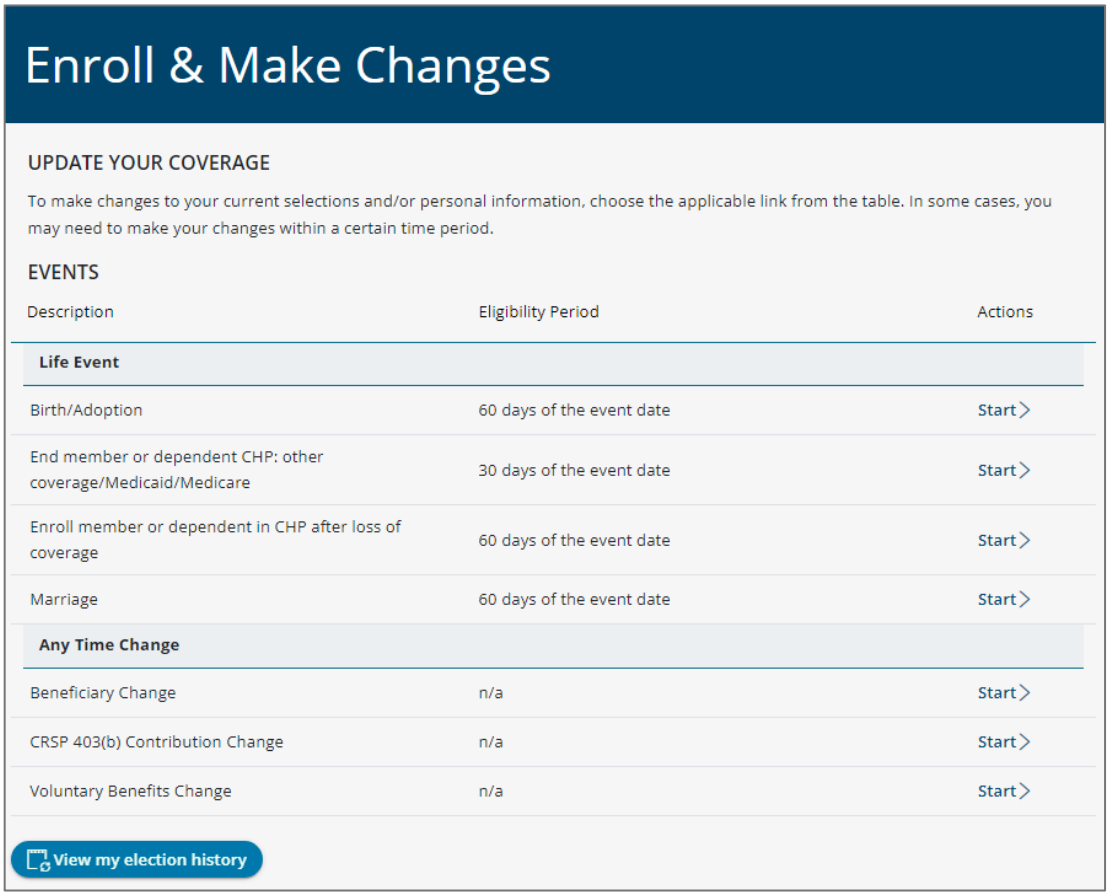
Concordia Retirement Savings Plan 403(b) Contribution Change

Log in to your Member Portal and follow these steps to update your Concordia Retirement Savings Plan 403(b) Contribution information.

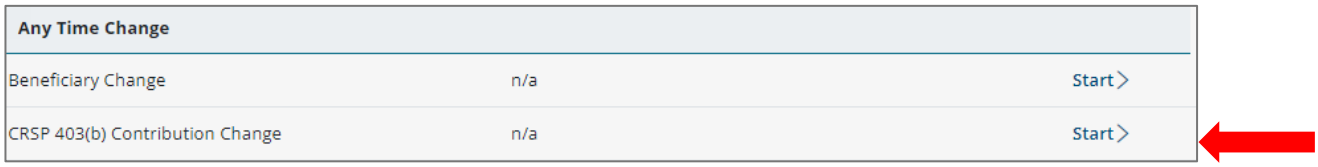


On the Benefits Management tool, click the **Enroll or Make Changes** button.

The Enroll & Make Changes screen displays.

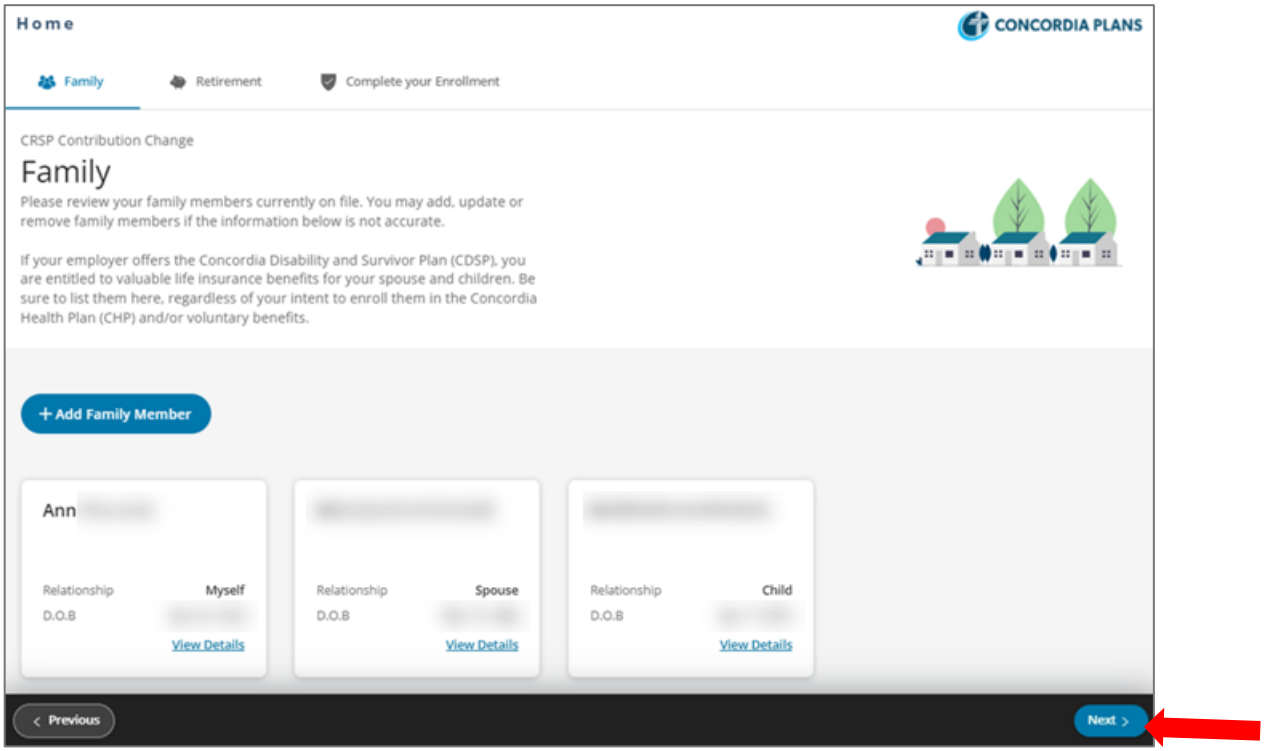


CRSP 403(b) Contribution Change is listed in the **Any Time Change** section.

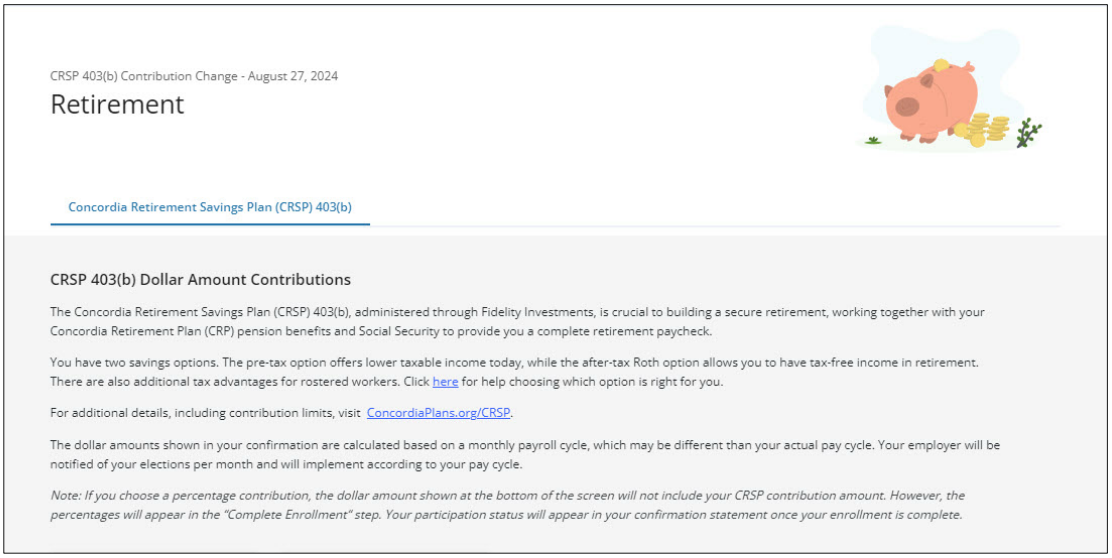


1. Click **Start** at the far right of **CRSP 403(b) Contribution Change**.

2. The next screen you'll see is the **Family** page. Click **Next** at the bottom right corner to skip through this page.



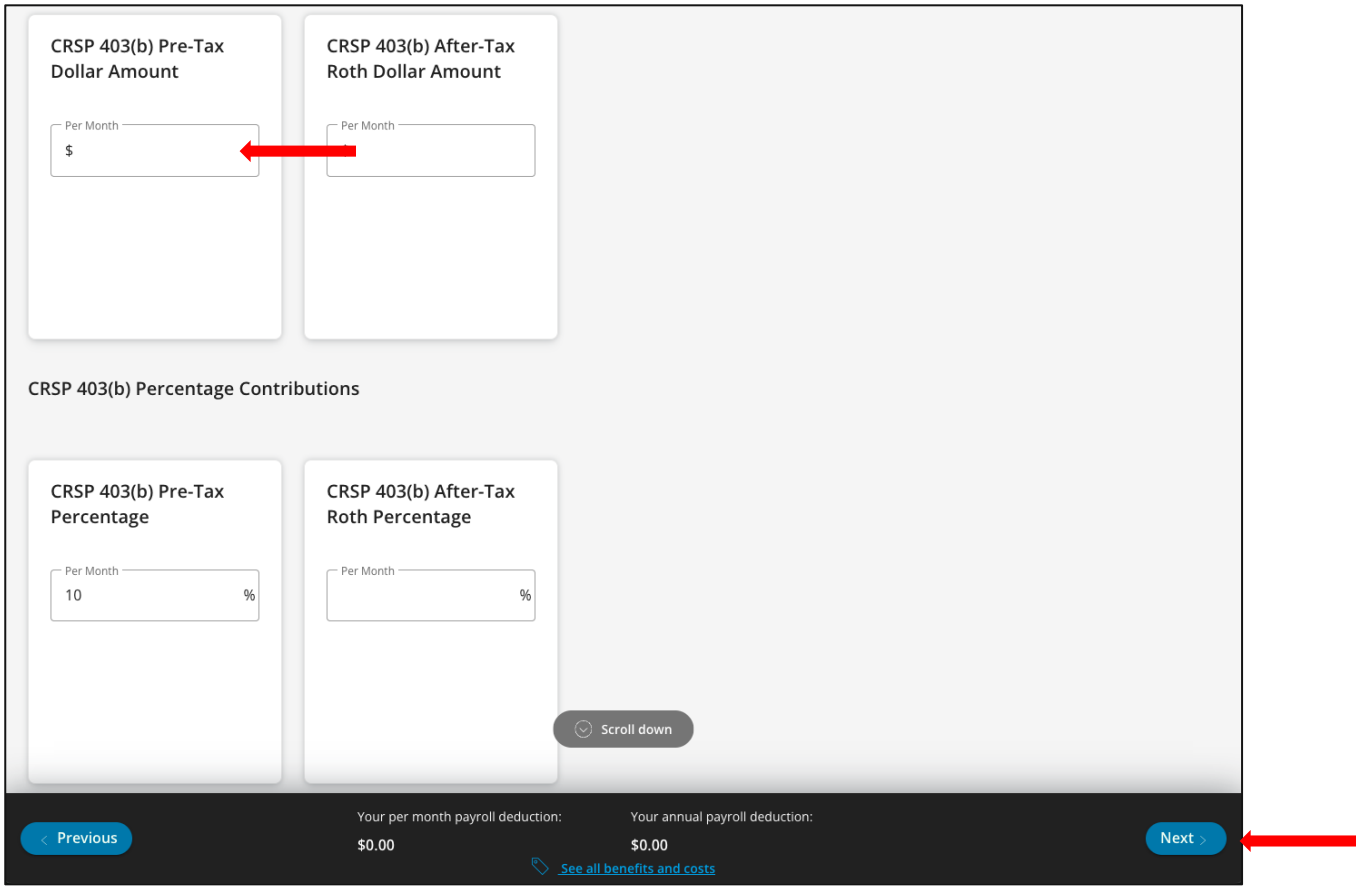
The CRSP 403(b) Contribution Change screen now displays.



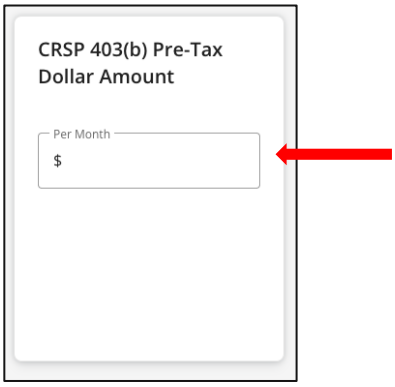
There are four contribution options:

- Dollar amount contributions:
  - **Pre-tax dollar** amount savings per month.
  - **After-Tax Roth dollar** amount savings per month.
- Percentage amount contributions:
  - **Pre-tax percentage** amount savings per month.
  - **After-Tax Roth percentage** amount savings per month.

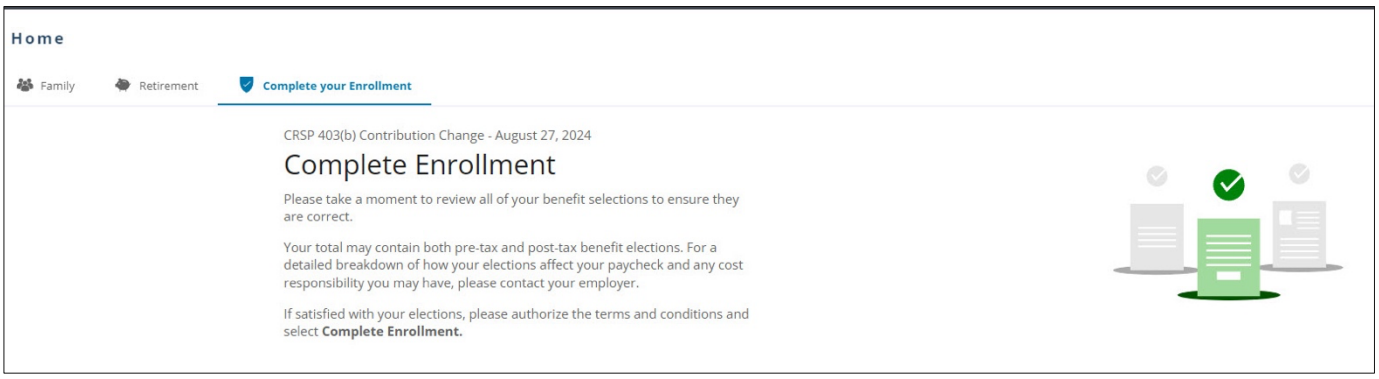
You can elect to make pre-tax contributions, after-tax Roth contributions or a combination of both to prepare for your retirement years, but you must consistently select either dollar or percentage contributions for both. Scroll down the screen to view all savings options. If you need help deciding which option(s) to choose, you can find more information here.



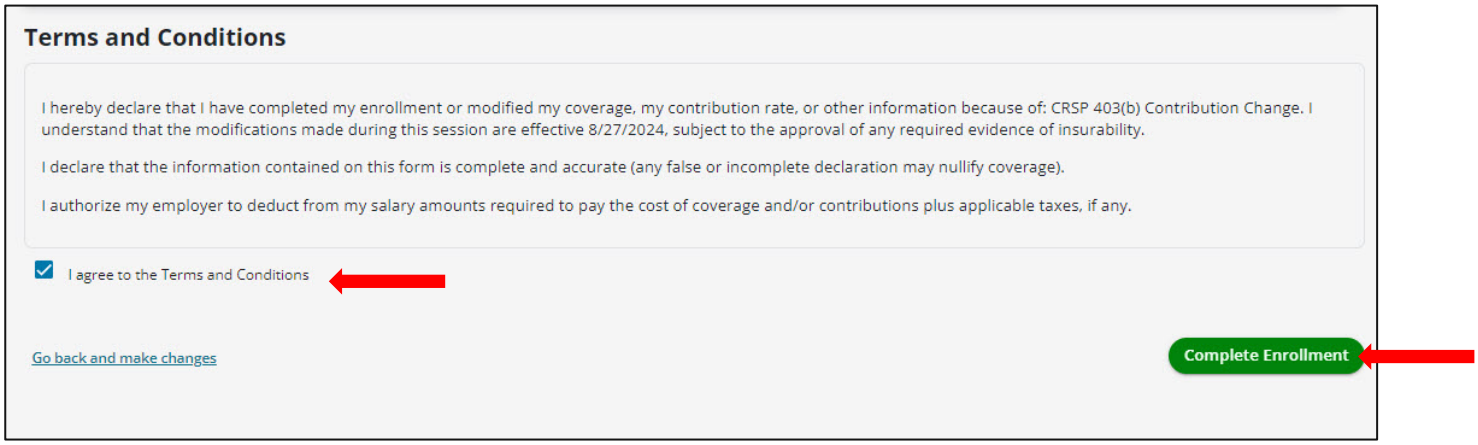
3. Enter the amount you want to save per *month* in the contribution option(s) of your choice field.



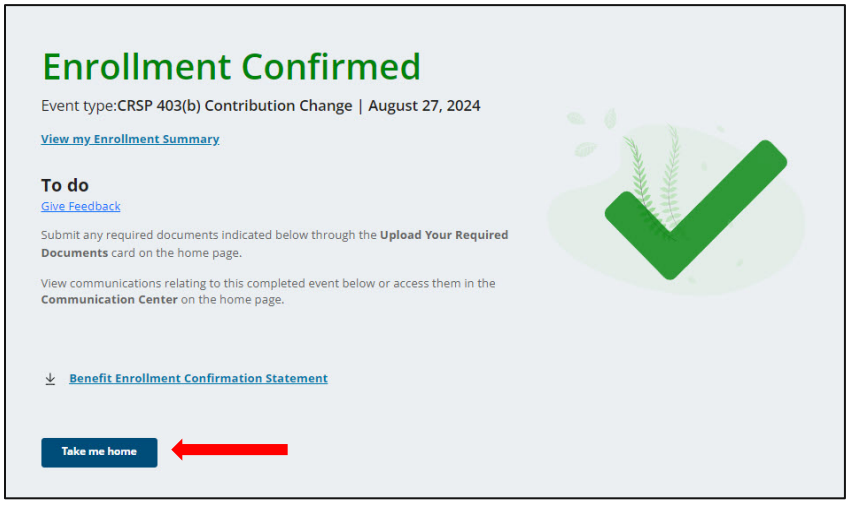
4. Click the **Next** button.
   A Notification window opens.



5. Read the notification, then click the **OK** button.



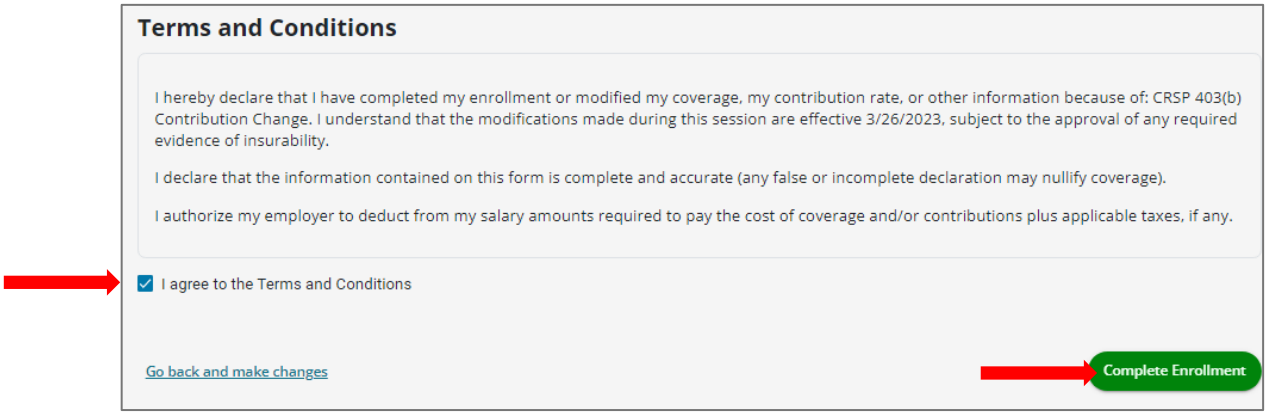
6. Click **Next**.
   The Complete Enrollment screen displays.



7. Scroll down to see the **Retirement** section.

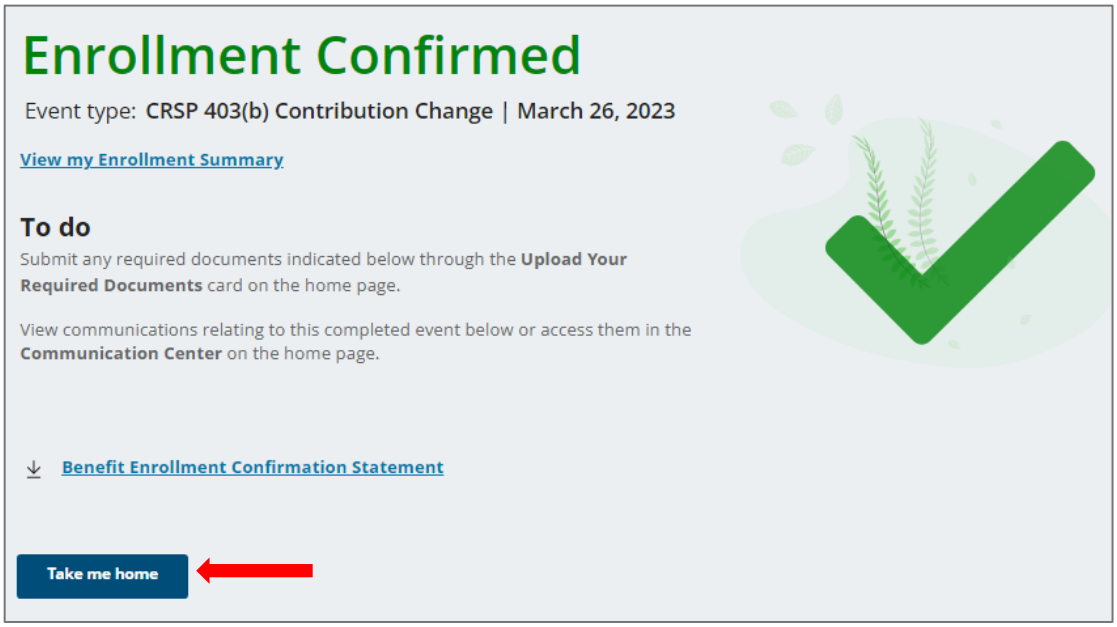
Benefit	Coverage Option	Coverage Detail	Your Per Month Period Cost
Retirement			
Concordia Retirement Savings Plan (CRSP) 403(b)			
CRSP 403(b) Dollar Amount Contributions			
☆ CRSP 403(b) Pre-Tax Dollar Amount	$100.00		$100.00 ✎
CRSP 403(b) After-Tax Roth Dollar Amount	$0.00		- ✎
CRSP 403(b) Percentage Contributions			
CRSP 403(b) Pre-Tax Percentage	0.00%		- ✎
CRSP 403(b) After-Tax Roth Percentage	0.00%		- ✎
		Total	**$100.00**

8. Scroll down to the **Terms and Conditions** section.



Read the Terms and Conditions, click the **I agree to the Terms and Conditions** checkbox to indicate your agreement, then click the **Complete Enrollment** button.

The Enrollment Confirmed screen displays.



9. Click the **Take me home** button to return to your member portal home screen.