

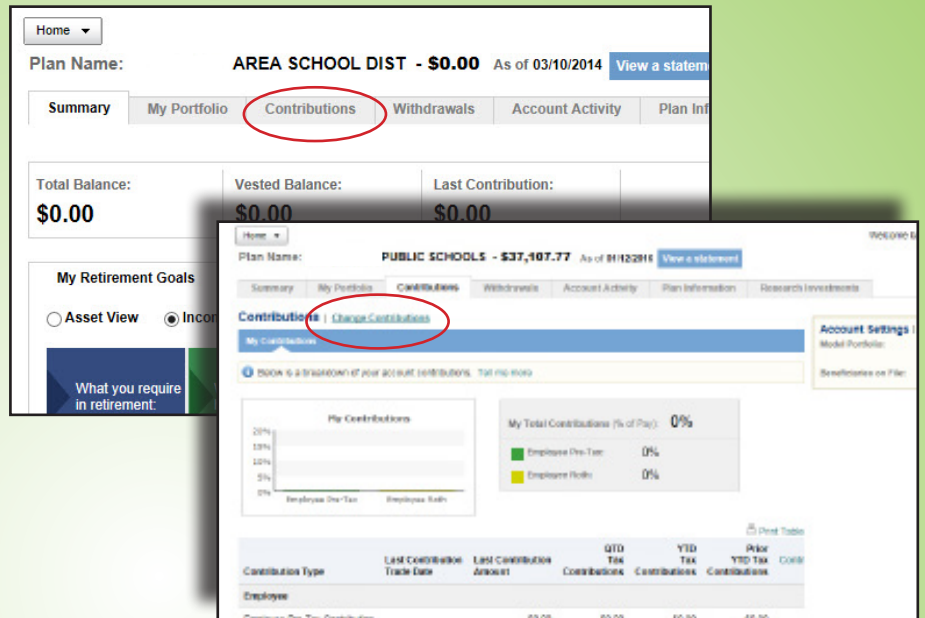
# HOW TO FUND *your* ACCOUNT

## MAKING OR CHANGING CONTRIBUTIONS TO YOUR 403(B) OR IRA

**STEP 1:** Log in to the account you created at [weabenefits.com/yourmoney](http://weabenefits.com/yourmoney).

**STEP 2:** Once logged in, click on the “Contributions” tab.

**STEP 3:** Click on “Change Contributions”.



**STEP 4:** Select either a flat dollar amount or a percentage of each paycheck you would like to contribute. Use the paycheck calculator to help you decide. Then move the slider to your desired amount.

If your plan allows, you may be able to choose between pre-tax or Roth contributions.

**STEP 5:** Click “Continue,” then verify and submit your changes.

The image shows the 'Change My Contributions' form. It has two main sections: 'Change Contribution Amounts' and 'Verify and submit changes'. The 'Change Contribution Amounts' section includes instructions to enter the amount of each paycheck and a note that Pre-Tax and Roth contributions must total less than or equal to the plan's maximum percentage (100%) limit. Below this is a 'Plan Contributions' section with a radio button to select between 'Pre-Tax' and 'Roth'. There are two sliders: one for 'Pre-Tax' and one for 'Roth', both ranging from 0% to 100%. A 'Total Percent' field shows 0%. At the bottom right, the 'Continue' button is highlighted with a red circle.



1-800-279-4030

FUNDING AND CONTRIBUTING TO YOUR ACCOUNT

[weabenefits.com/yourmoney](http://weabenefits.com/yourmoney)