

Life ahead.

Retire the myths, live the reality.

Making contribution changes to your Retirement Savings Plan Account is a snap!

The City of Portland Governmental 457(b) Plan offers a fast and convenient way to make contribution changes. Using any device with internet access, log into your account to review and make changes to your current contributions as well as manage your money. You can access your account online at **prime.beready2retire.com**.

First time accessing your account online?

Go to **prime.beready2retire.com** > click “*Register Now*” in the login section. Verify your identity by answering a few questions and click *Continue*.

- If you already have a PIN, simply click *I have a PIN*.

Follow the instructions on the next screen to complete your registration. You’ll then create a login username and password for ongoing online and **Voya Retire** mobile app access.

Access your account: **prime.beready2retire.com**

Manage Contributions

After you’ve accessed your account, click **Contributions & Savings > Manage Contributions**.

Change My Contributions Make changes to your deferral in either dollar amounts or percentages.

Rate Escalator - “I want to pick up the pace...” Increase your deferral at specific time(s) in an amount of your choosing, allowing you to “set it and forget it”.

Contribution History

Click **Contributions & Savings > Contribution History** to view the details of past contributions that have been made into your Plan account.

Sources	Last Quarter	YTD	Prior Year
Employee Pre-tax	\$195.00	\$420.00	\$15.00
Employee After-tax	\$130.00	\$280.00	\$10.00





Change My contributions: Making changes to your current contribution

Step 1: Go to Contributions & Savings > Manage Contributions

Scroll to the **Change My Contributions** section. Adjust the sliders for Employee Pre-Tax and Roth to your desired amount. This amount represents the percentage or dollar amount of your pay you will contribute into your account each pay period. Please note: If you choose to contribute on a Pre-Tax and Roth basis, you must choose the same type of deferral amount (\$ or %) for both.

Change My Contributions	
+ Additional Information	
Please select the amount that you would like to deposit in to your retirement account per pay period.	
EmployeePreTax	6 %
Roth	0 %
Save Contribution Updates	
Undo All Edits	

The IRS announces the latest contribution limits for retirement savings accounts every year. Please refer to www.voya.com/IRSlimits for current limitations.

Step 2: Review and submit your changes

Review the information shown for accuracy. If correct, click **Save Contribution Updates**. If additional changes are needed, click **Undo All Edits** to start again. Changes made to your contribution amount will be effective within one to two pay periods after the change is submitted.

Need help?

Your local financial professional team, the- Lewis-Stefani Group*, is available to help. Call **800.238.6281** or **503.937.0378** or email at deferredcomp@lewis-stefani.com. You can also schedule an appointment online at lewis-stefani-portland.timetap.com.

* Investment adviser representative and/or registered representatives of, and securities and investment advisory services offered through Voya Financial Advisors, Inc. (member SIPC). Investment advisory services are only offered through investment adviser representatives of Voya Financial Advisors.

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