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**.

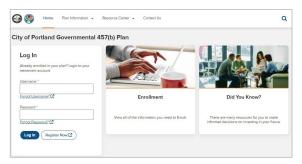
First time accessing your account online?

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

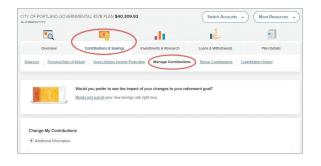


Manage Contributions

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

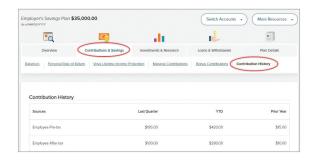
Change My Contributions Make changes to your deferral in either dollar amounts or percentages.

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.









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.

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.

mployeePreTax	at you would like to deposit in to your retirement	6 %
oth	0	0 %
		_

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.

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