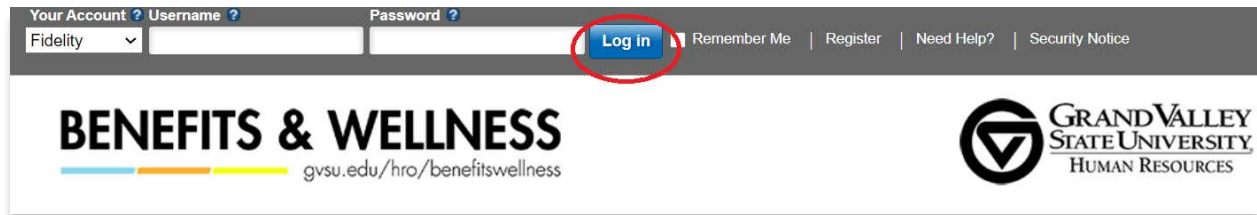


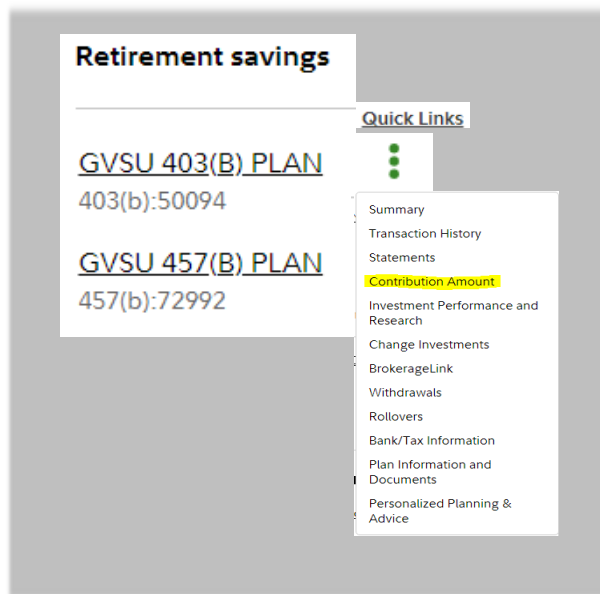
Question: *How do I update my contribution amount on NetBenefits®?*

Regardless of whether you are choosing Fidelity Investments or TIAA as your Retirement Provider, these are the steps to follow.

Step One: Log in to your account www.NetBenefits.com/gvsu using your Username and Password. Select “Register” if you are logging in to NetBenefits for the first time select "[Enroll Instructions](#)" , or “Need Help?” if you’ve forgotten your Username and/or Password.



Step Two: Once you have logged in to NetBenefits, navigate to the 3 green dots next to the GVSU Plan you wish to make changes to, shown below. From the drop down, select “Contribution Amount” to navigate to the next step. If you wish to make changes to another GVSU Plan, you will return to the home page to select the next plan and follow these steps.



Step Three: On this page, select “Contribution Amount and Catch-up Contributions” to update your contribution amount.

The screenshot shows the 'BENEFITS & WELLNESS' portal for Grand Valley State University. The user is logged in as 'GRAND VALLEY STATE (50094)'. The 'Contributions' tab is selected. Under 'Contribution Amount', the link 'Manage Your Contribution Amount' is circled in red. Below it, the link 'Contribution Amount and Catch-up Contributions' is also circled in red. A 'Tools & Calculators' sidebar on the right lists links for e-Learning, Take-Home Pay Calculator, Contribution Calculator, and Contribution Maximizer. The footer includes contact information and a copyright notice for Fidelity.

Step Four: You will be presented with two options for updating your contribution amount if you are not currently contributing 6% or greater: "Easy Contribution" and "Change Contributions."

The screenshot shows the 'GRAND VALLEY STATE: EASY CONTRIBUTIONS' page. It features two main options: 'EasyContributions' and 'Change Contributions'. The 'EasyContributions' option is highlighted with a blue button labeled 'Begin EasyContributions'. The 'Change Contributions' option has a grey button labeled 'Begin Change Contributions'. A 'Cancel' link is at the bottom left. The page includes a header with the university logo and a 'Log Out' button.

The “EasyContributions” links you to three “package” options for you to choose from. Select from one of these options to make the quickest update.

Please note, if you choose the “EasyContributions,” your investment elections will be set up with Fidelity Investments although you can always make changes later. To make investment elections within your **TIAA** account, you will need to contact **TIAA** directly to change your investment elections.

The screenshot shows the 'EASY CONTRIBUTIONS' page for Grand Valley State University. At the top, there are logos for 'BENEFITS & WELLNESS' (with URL gvsu.edu/hr/benefitswellness), 'GRAND VALLEY STATE UNIVERSITY HUMAN RESOURCES', and 'Powered by Fidelity'. A blue header bar contains 'GRAND VALLEY STATE UNIVERSITY' and a 'Log Out' link. Below the header, the page title is 'GRAND VALLEY STATE: EASY CONTRIBUTIONS' with a 'Need help? Call 800-343-0860' link. The main heading is 'Select a package'. A subtext explains: 'The options included in the package will replace any corresponding pre-tax elections you may have previously set up. You can always make changes later.' There are three blue boxes representing contribution packages: 2%, 4%, and 6%. Each box includes a 'SELECT >' button, the text 'CONTRIBUTED PER PAYCHECK, PRE-TAX 1% Annual Increase', and 'Invested in: Target Date Fund'. At the bottom left is a 'Change Annual Increase' button. At the bottom right is a navigation bar with links: 'Explain these packages | Investment information | Employer contribution | Other contribution options | Exit'.

BENEFITS & WELLNESS
gvsu.edu/hr/benefitswellness

GRAND VALLEY STATE UNIVERSITY
HUMAN RESOURCES

Powered by **Fidelity**

GRAND VALLEY STATE UNIVERSITY [Log Out](#)

GRAND VALLEY STATE: EASY CONTRIBUTIONS [Need help? Call 800-343-0860](#)

Select a package

The options included in the package will replace any corresponding pre-tax elections you may have previously set up. You can always make changes later.

2% [SELECT >](#)
CONTRIBUTED PER PAYCHECK, PRE-TAX
1% Annual Increase
Invested in: Target Date Fund

4% [SELECT >](#)
CONTRIBUTED PER PAYCHECK, PRE-TAX
1% Annual Increase
Invested in: Target Date Fund

6% [SELECT >](#)
CONTRIBUTED PER PAYCHECK, PRE-TAX
1% Annual Increase
Invested in: Target Date Fund

[Change Annual Increase](#) [Explain these packages](#) | [Investment information](#) | [Employer contribution](#) | [Other contribution options](#) | [Exit](#)

Need more flexibility? The “Change Contributions” option allows you to enter whatever percentage option you’d like. Click “Begin Change Contribution Amount” to make the update. Then, review and submit your changes

Questions? Call (800) 343-0860

- The market will affect your investments.
[View and update your investment elections.](#)

Annual Increase Program

The Annual Increase Program allows you to increase your contribution amount by a certain amount each year. You can review the details of your current participation below.

From this page, you can update the amount of increase, the date of the increase, or opt out of the program at any time.

Consider This:

- Your current Contribution Amount is 10%, and can be as much as 100%.

Learn More

- [More about Increase P](#)

Current Increase Election

You are not currently enrolled in the Annual Increase Program.




Desired Election

From this page, you can update the amount of increase, the date of the increase, or opt out of the program at any time.

[How does my Annual Increase Election get applied?](#)

I want to enroll and choose my contribution amount

Automatically increase my contribution amount by

1.00%  every year on -----  - 

[Change Annual Increase Election](#)

Did you know? From the same *Contributions* tab, you can make changes to your Retirement Provider (Fidelity Investments and/or TIAA) by selecting Retirement Providers. Follow the steps to change/select your provider elections. You may elect 100% of your deferral (and any applicable employer contributions) to a single provider or you allocate a combination to the two providers that totals 100%.

Retirement Providers

View or update the Retirement Providers who manage your contributions.

[What are Retirement Providers?](#)

Retirement Provider Elections

Provider	Current %	Desired %
Source Group 1		
Fidelity Investments	0%	<input type="text" value="0"/> %
TIAA	0%	<input type="text" value="0"/> %
Total: (must equal 100%)	0%	<input type="text" value="0"/> %

[Change Retirement Provider Elections](#)

If you have questions or need further assistance, please call Fidelity Investments at **800-343-0860**.

Investing involves risk, including risk of loss.

Screenshots are for illustrative purposes only.

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