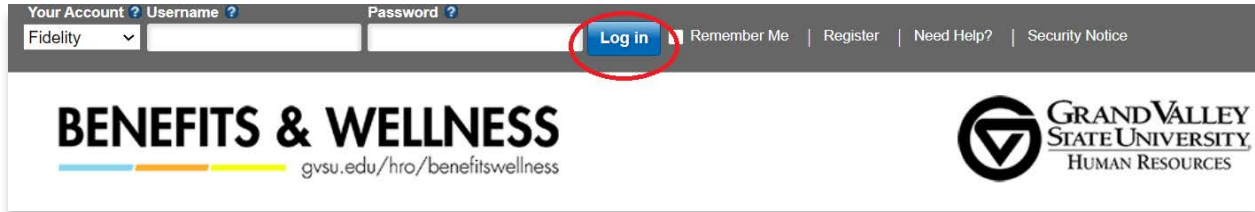


Question: How do I update my contribution amount on NetBenefits®?

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, or “Need Help?” if you’ve forgotten your Username and/or Password.



Step Two: Once you have logged in to NetBenefits, navigate to the “Quick Links” drop down menu beside the plan you’re making updates to. From the drop down, select “Contribution Amount” to navigate to the next step.



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

GRAND VALLEY STATE (50094)

Summary

Contributions

Investments

Withdrawals

Rollovers

Bank/Tax Information

Plan Information

Contribution Amount

Manage Your Contribution Amount

Contribution Amount and Catch-up Contributions

View or update the amount you contribute to your retirement savings plan.

[Why should I contribute to my retirement savings plan?](#)
[What is a Catch-up Contribution?](#)

Once you've set up your Contribution Amount, you can return here to enroll in the Annual Increase Program.
[What is the Annual Increase Program?](#)

Retirement Providers

View or update the Retirement Providers who manage your contributions.
[What are Retirement Providers?](#)

Roll money into your retirement savings

Learn more about consolidating your retirement accounts.
[What is a rollover?](#)

Tools & Calculators

- [e-Learning](#)
Reasons to contribute to your retirement savings plan.
- [Take-Home Pay Calculator](#)
How will your pre-tax contributions affect your take-home pay?
- [Contribution Calculator](#)
Can even a small contribution make a difference?
- [Contribution Maximizer](#)

Questions? Call (800) 343-0860

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Fidelity
INVESTMENTS

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Step Four: You will be presented with two options for updating your contribution amount: "EasyContributions" and "Change Contributions."

GRAND VALLEY STATE: EASY CONTRIBUTIONS

Need help? Call 800-343-0860

Save more in your workplace savings plan

There are two ways to change your contributions - it's your choice.

EasyContributions

Get it done in less than a minute by selecting a package. You can always make changes later.

Begin EasyContributions

Change Contributions

Use this longer process to choose your own contribution amounts.

Begin Change Contributions

Cancel

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 displays the "EASY CONTRIBUTIONS" page for Grand Valley State University. At the top left, there are logos for "BENEFITS & WELLNESS" and "GRAND VALLEY STATE UNIVERSITY HUMAN RESOURCES". At the top right, it says "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 sub-heading 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." Three blue boxes represent the package options:

- 2%** CONTRIBUTED PER PAYCHECK, PRE-TAX
1% Annual Increase
Invested in: Target Date Fund
- 4%** CONTRIBUTED PER PAYCHECK, PRE-TAX
1% Annual Increase
Invested in: Target Date Fund
- 6%** CONTRIBUTED PER PAYCHECK, PRE-TAX
1% Annual Increase
Invested in: Target Date Fund

Each box has a "SELECT >" button. At the bottom left is a "Change Annual Increase" button. At the bottom right is a navigation menu: "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 “Change Contribution Amount” to make the update. Then, review and submit your changes.

MENU GRAND VALLEY STATE UNIVERSITY Planning Learn

GRAND VALLEY STATE (50094)

Summary Contributions Investments Withdrawals Rollovers Bank/Tax Information

Contribution Amount per Pay Period

Consider This...

- Save at least 15% of your income each year for retirement. This includes all retirement savings across different accounts plus any employer contributions.

[View your plan's guidelines](#)

Have a retirement account from a former employer?

Simplify your finances by rolling it over now.

Tools & Calculators

Learn about your Contribution Amount

- [e-Learning](#) Reasons to contribute to your retirement plan.
- [Take-Home](#) How will your contribution take-home difference?
- [Contributions](#) Can even a contribution difference?
- [Roth Contributions](#) Find out if contributions are for you.

Contribution Amount	
EMPLOYEE VOLUNTARY	
Current Election	0.00 %
Desired Election	<input type="text" value="0.00"/> %
<small>(0.00% to 100.00% in increments of 0.25%)</small>	
ROTH CONTRIBUTIONS	
Current Election	0.00 %
Desired Election	<input type="text" value="0.00"/> %
<small>(0.00% to 100.00% in increments of 0.25%)</small>	
Contribution Amount Total	
Current Election	0.00 %
Desired Election	0.00 %
<small>(0.00% to 100.00%)</small>	

Your changes will generally take effect in 1 to 2 pay periods depending upon when your employer makes your requested payroll change.

[Change Contribution Amount](#)

Questions? Call (800) 343-0860

Your changes will generally take effect in 1 to 2 pay periods depending upon when your employer makes your requested payroll change.

[Change Contribution Amount](#)

Questions? Call (800) 343-0860

Step Five: Learn about the Annual Increase Program, where you can automatically increase your savings as your salary increases to help you reach your goals. You can designate the amount of increase, the date of the increase each year, or opt out of the program at any time.

Next Steps

- Automatically increase your savings as your salary increases to help reach your goals.
 - [Go to Annual Increase Program.](#)
- 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.

Learn More

■ [More about Increase P](#)

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

i Consider This:

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

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	100%	<input type="text" value="100"/> %
TIAA	0%	<input type="text" value="0"/> %
Total: (must equal 100%)	100%	<input type="text" value="100"/> %

[Change Retirement Provider Elections](#)

If you have questions or need further assistance, please call Fidelity Investments at **800-343-060**.

Investing involves risk, including risk of loss.

Screenshots are for illustrative purposes only.

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