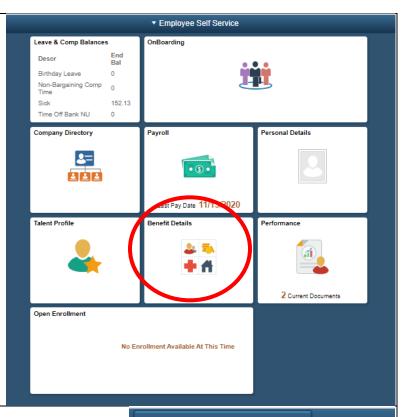


Step 4. Home page of Employee Self Service (ESS)

- Click on the Benefit Details Tile
- You will be directed to the Benefits Summary page



Step 5. Benefits Summary Page

- From the tabs on the upper left side of the page, click on the Life Events Tab
- You will be taken to the Life Events page.

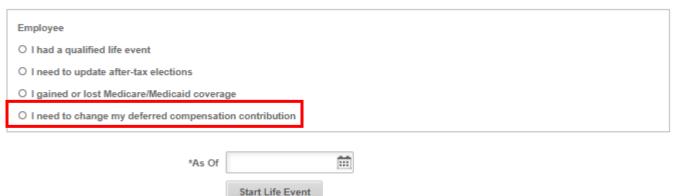


Step 6. Life Events Page

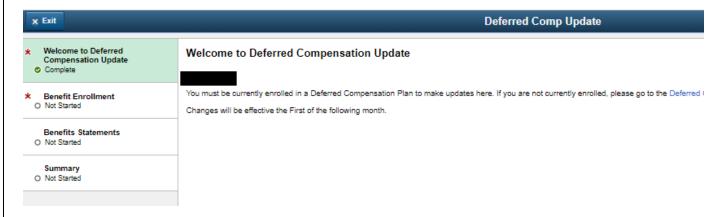
- Select the radio button next to "I need to change my deferred compensation contribution"
- Enter the date in the blank box next to "*As Of", this will be the effective date of the change.
- The Start Life Event button will turn green, allowing you to click on it and proceed to the next step.

Life Events

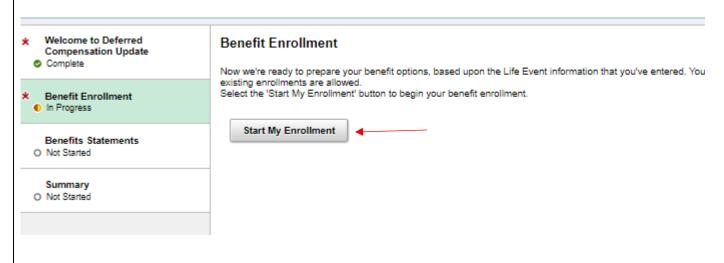
A life event is a change in your circumstances that allows you to make changes to your benefit elections within IRS regulations.



Step 7. Welcome To Deferred Compensation Update



- Click the Next button at the top right corner
- From the Benefit Enrollment page, click the Start My Enrollment button

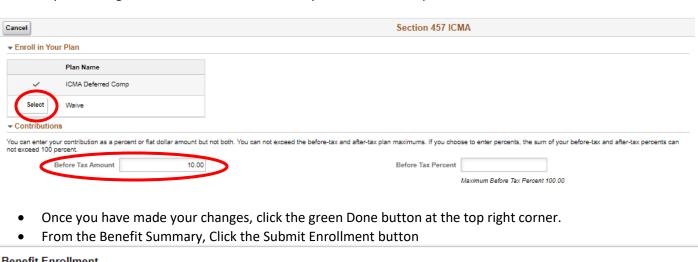


Step 8. Benefit Enrollment

- You will see a summary of your current benefits
- The only benefits available to make changes to are the benefits with a blue band across the top fo the tile



- Click on the tile of the benefit you want to make changes to
- Enter the Before Tax Amount you want deducted from every paycheck or click the Select button next to waive if you no long want to make contributions to your deferred compensation account.



Benefit Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the event. You must click on 'Submit Enrollment' and 'Done' for the elections to be sent to the Benefits Office.

Enrollment Summary



- You will get a pop up that says your choices have been sucessfully submitted. You can view the changes or click on Done.
- Click the Next button at the top right corner



- This page allows you to review your changes
- Use the drop down menu to select Enrollment Preview, for Statement Type
- Click the Event bar to view benefit information



- Click the Expand All button to see benefit details
- Click the Print View button to print your statement
- Click the "x" at the top right corner when finished



Click the Next button at the top right corner to continue

Step 10. Summary Page

- This page will show a list of all steps
- Status should show Complete for all steps
 - If status is not Complete, click the Go To Step button to complete the step.
- Once status is complete for all steps click the green Complete button at the top right corner

