

### Changing your personal contribution to your retirement account at Portico:

Portico is not able to share information with us on the changes you make, so you will need to provide verification to show the increase from what you were originally contributing. Your contribution is made with a salary reduction agreement between Portico and your employer.

### Contributing to your retirement account at Portico:

1. Sign-in to “MyPortico” website.
2. On “Your Account” tab, choose the Retirement Contribution link.
3. The “Employee Pretax Retirement Contribution” shows a summary of the current situation. There is a link to make a change for 2017. Contact a Portico representative for help.
4. Note that when you make a change, it is per pay period and not per month. So, you will want to enter the correct amount for each pay period.
5. When you have made the change, go back to the page that shows the “Employee Pretax Retirement Contribution” and you will see the change listed for 2017. Take a screenshot of that page and submit with your application.

How to screenshot: press the “PrntScr” key by the “delete” key on your keyboard. Open a new Word document or your email and paste (Ctrl+V), a screen image should appear. Save your document and submit with your application or email to

[kathryn.skoglund@swmnelca.org](mailto:kathryn.skoglund@swmnelca.org).

6. Portico will email both you and others who have online access making note of the change. This is how your treasurer may be informed of the change, but you will also want to make sure your treasurer knows the change so the correct amount will be withheld from your paycheck at the proper pay period.

If you are contributing to a retirement account with a company other than Portico, please find a way to show the review team the increased contribution to your retirement account.