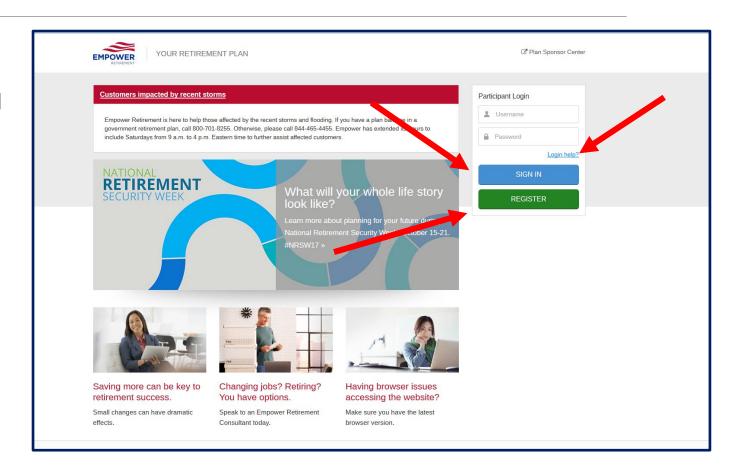


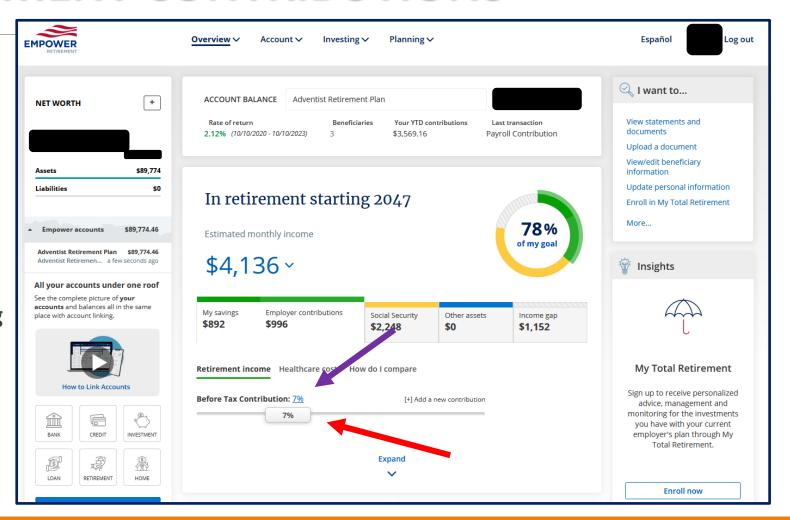
Go to: www.EmpowerMyARP.com

- 1. CLICK ON SIGN IN IF YOU ALREADY HAVE AN ACCOUNT.
 - If you have forgotten your Username or Password, click on "Login Help".
- CLICK ON REGISTER TO CREATE AN ACCOUNT.
 - New employees can create an account 15 days after receiving their first paycheck.

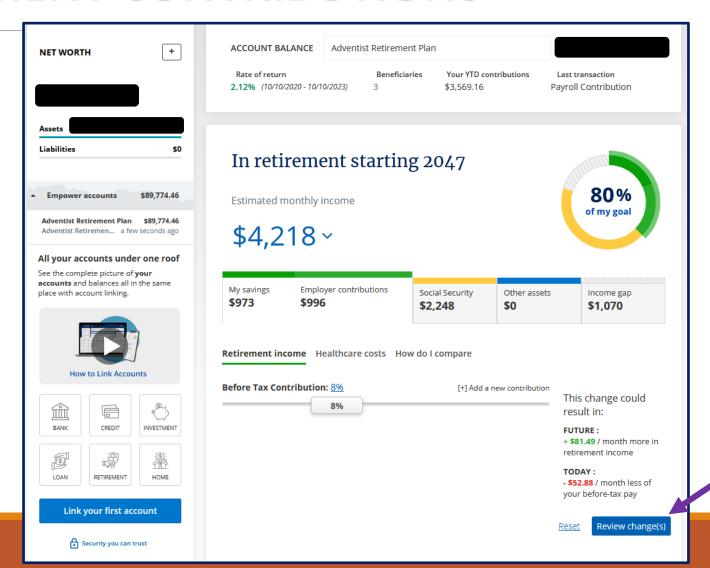


Once you have logged in you can:

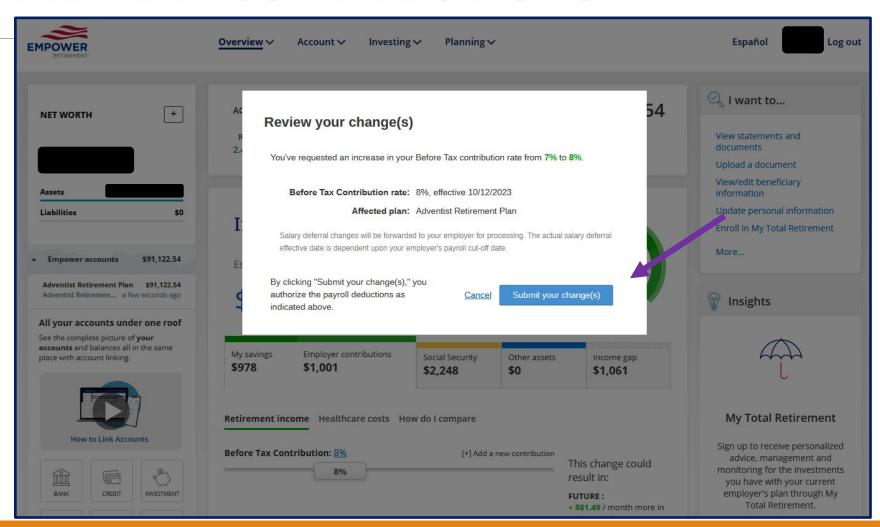
Change your current contribution by clicking on the percentage number as shown by the purple arrow or dragging the slider as shown by the red arrow.



 Next, click on the "Review change(s)" button.



- Finally, click on the "Submit your change(s)" button.
- Contribution changes are not effective immediately. Changes will be forwarded to the payroll department for processing and will be reflected on a future payslip.



You may also:

- Add a different type of contribution by clicking on "Add a new contribution".
- Follow the same steps as previously outlined.

