

How to change your contribution rate online in just 3 easy steps

Step 1

Go to [VoyaRetirementPlans.com](https://www.VoyaRetirementPlans.com) and login to your account

1 **Log In**

Username
Forgot Username?

Password
Forgot Password?

Enter Remember Me

First time visitor?
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Special Message from Voya: As the novel coronavirus (COVID-19) and recent market volatility begins to have an increased impact on our communities, we want to assure you that Voya is here to support you. We have a central location with [education, tools and resources](#) to help you navigate the uncertainty today and keep saving for your best life. Check back often for updates that may assist you.

Step 2

In the top navigation menu, select **“Account”** then **“Change Contributions”**

2 **Change Contributions**

Home | Financial Wellness | **Account** | Investments | Statements & Documents | Plan Info | Personal Info | Education and Tools | Contact Us

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Enroll
Account Summary
Contributions
Get Advice
Account Activity
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Dividends
Loans
Statements
Withdrawals

Change Contributions
Rate Escalator
Bonus Contributions
Contribution History
Excess Before-Tax

Contribution History | [Go to Self-Managed Account](#) | [Leaving? Know](#)

out your retirement savings

\$505
A Difference Of

The amount of my pay I can save now [?](#)
(\$86 per pay period)

Step 3

Elect your new contribution amount.

You will then select **“next”** to review your changes and **“submit”** to process these changes.

PLEASE NOTE: Your contribution rate change will take effect in either the 1st or 2nd pay period of the month following your request.

Change Contributions

I want to take the following: percent dollar from my paycheck and contribute it to my account.

Sources	Current Elected Contributions	New
Employee Pre-tax	6%	<input type="text"/>
Employee After-tax	0%	<input type="text"/>
Employee Roth	0%	<input type="text"/>

Your employer will contribute 6% of your gross earnings. The maximum yearly employee contribution for your plan is \$XXXXXXX.

I would like to have my contributions returned to me in a check.

3 **Next**

For more information about contributing to the plan, select About Contributions at the left. When you are ready, click the "Next" button to preview your change. You will see a confirmation screen when you submit your transaction. Please wait to print until you reach the

www.VoyaRetirementPlans.com



Not FDIC/NCUA/NCUSIF Insured | Not a Deposit of a Bank/Credit Union | May Lose Value | Not Bank/Credit Union Guaranteed | Not Insured by Any Federal Government Agency

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