

Changing Your Contribution Amount

Use the following steps to change your contribution amount:

1. Log on to the [Ascensus website](#). If you have not yet set up your account, follow the instructions for Enrolling in the Plan. If you have questions about the site or logging on, please call Ascensus at 866-809-8146.
2. From the top menu, choose Your Account>Deferral Rate(s)
3. Choose the source of your deferral and click Submit
4. Enter the new deferral percent, and click Submit