Job Aid: Contributing to your 401(k) and Setting 401(k) Beneficiaries

Document Name: Contributing to your 401(k) & Setting 401(k) Beneficiaries			
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Overview

This job aid outlines the procedure on how to enroll or change how much you contribute to your 401(k).

When am I eligible to participate?

You are eligible to participate in the 401(k) plan on the <u>first of the month</u> following 30 days of active, full-time employment. You can make your first election starting on the Monday after your first week of employment with Niagara (as long as your full Social Security Number and Birthdate are in Workday). Tenured team members can enroll or make changes any time.

How much can I contribute and is there a Match?

Niagara allows you to contribute up to the annual IRS Max. Niagara will match 1/3 on the first 6% of contributions, regardless of whether you contribute money from your check on a Pre-tax or Roth after-tax basis. You are eligible for matching contributions to your plan account on the first of the month after you complete one full year of employment. 401(k) contributions are deducted and Niagara Match is calculated on a per paycheck basis.

For 2020, the IRS maximum contribution limit is \$19,500.

How often can I change my contribution percentage?

Niagara allows you to change your contribution as often as you see fit, however it may take 1-2 pay circles to update and reflect on your paycheck.

Procedure 1: How to Enroll or Make Changes

- Open your internet browser and enter <u>www.401k.com</u> into the address bar
 - Log in with your username and password. (For technical issues, please call Fidelity at 1-800-835-5097)
 - If you do not currently have your account set up, please click "Register as a New User."

USERNAME	PASSWORD			
johndoe	•••••	Log In	REMEMBER ME FORGOT LOGIN? REGISTER AS A NEW USER FA	AQS
Jermand		208.11		

• Locate the Quick Links Icon on the drop down menu and select Contribution Amount two times.



- Enter your desired election amount under Pre-tax and/or Roth. Notice the Contribution Amount total at the bottom of the screen. Click the **Change Contribution Amount** button to review your changes.
- If you are satisfied with the amount(s) you've entered, click the **Submit** button to confirm your changes. Please monitor your paycheck as changes take at least one to two pay periods to become effective.

Conside Your e eligible tax or contrib 33% of	r This employer matches up e compensation that Roth contributions. N ute to your plan, your of f the first 6% of your plan	to 6% of your you elect as Pre- When you employer matches ay.
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O View	v your plan's guidelines	
Contribution /	Amount	
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Desired Electi	ion	3 %
(0% to 75% in	increments of 1%)	
ROTH		
Current Electi	ion	0 %
Desired Electi	ion	3 %
(0% to 75% in	increments of 1%)	
Contribution /	Amount Total	
Current Electi	ion	0 %
Desired Electi	ion	6 %
(0% to 75%)		
	vill generally take effec	t in 1 to 2 pay

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Your changes appear below. To Submit. To change your contrib	o complete your transactio oution amount, click Previo	n, click ous.
Your Contribution Amount per	Pay Period	
Contributions	Current	Desired
Contribution Amount		
PRE-TAX	0%	3%
ROTH	0%	3%
Contribution Amount Total	0%	6%
When you click Submit, a confi you may print and save for you Cancel Changes to Contribut	rmation page will be displa ir records.	ayed, which

Procedure 2: Adding a Beneficiary

- Click the Menu option on the left side of your screen and select the Profile icon. Next, select Summary and click on Beneficiaries.
- Edit your Marital Status and click **Save**.
- Select Add Primary Beneficiary and enter in the required information and click Save. Review the Niagara Water Retirement Plan SPD on the <u>Niagara Benefits Portal</u> for more information on Beneficiary Designations.

			WORKPLACE SAVINGS PLANS
Summary Login & Security Personal & Contact Inform	ation Preferences		
			NIAGARA WATER
Login & Security	00% Personal 8	Contact	You currently have no primary beneficiaries on file for this plan
Manage were Net Despfie	Informatio	n	
username, password, and	Manage your	email phone	Add a Primary Beneficiary
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information.			
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			Review and save your choices
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		2648-	
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- Click to icon to email your Benefits Department
- Visit <u>www.niagarabenefits.com</u> to learn more about your 401(k) Options!
- Want to learn about your 401(k) in a fun and interactive way? Spend some time with Alex at https://www.myalex.com/niagarabottling/2020