Steps for electing or changing supplementary retirement program (SRP) elections:

1. Click on the Benefits Worklet.

2. Under the Change column, click on Benefits.

3. Under the Benefit Event Type area, select Retirement Plan Changes.
Quick Reference Guide: Electing or Changing Supplementary Retirement Program (SRP) Elections

4. Use the Calendar Icon to enter the effective date for your change. When making Supplementary Retirement Program (SRP) elections, please remember that your new election will be effective the first day of the following month. If you are electing an allocation to a Vanguard account for the first time at the University of Chicago, you must complete the form found at: http://humanresources.uchicago.edu/benefits/retirefinancial/retireplans/Vanguard%2090005_EnrollmentT36597.pdf and submit it to the address on the form.

5. Click on the Submit Icon to submit this task.

6. You will see the next task to complete. Click Open.

7. Scroll down to the Benefit Coverage Type Supplemental Retirement Plan.

8. Enter a dollar or percentage amount in the Employee Contribution – Amount (Monthly) that you want to contribute monthly.
9. Enter your contribution allocation in the **Employee Contribution Allocation** field(s).

10. Click on the **Continue** button.
11. Review the **Electronic Signature** and click on the **Checkbox** to agree.

12. Click **Submit** to submit your changes.