Quick Reference Guide: *Electing/ Changing Supplementary Retirement Program (SRP) Elections*

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.**

4. **Use the Calendar Icon to enter the effective date for your change.**
Quick Reference Guide: Electing/ Changing Supplementary Retirement Program (SRP) Elections

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.

![Electronic Signature]

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