

WORKSAVE RETIREMENT CHANGES

From the Benefits and Pay Hub:

1. Click **Benefits > Benefit Elections > Change Benefits**.
2. Select the Change Reason of *L&G Worksave Retirement – UK Only*
3. Click the **Calendar** icon to enter the date of the Benefit event.

4. Click **Submit**. A task will route to your Inbox, or you can click **Open** right away.

5. Click Let's Get Started to open the task.

6. Select Manage to elect and/or update your contributions.
7. On the next screen, choose either Select or Waive > Confirm and Continue.
8. If Select is chosen, you will be routed to choose your contribution percentage. Click Save.

9. Review and Sign to navigate to the final screen.
10. Check the **I Accept** box to provide an electronic signature confirming your changes.
11. Click **Submit**.
12. Click **Done** to complete the task.