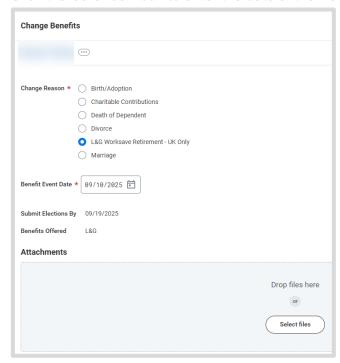
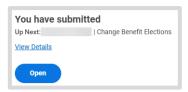
WORKSAVE RETIREMENT CHANGES

From the Benefits and Pay Hub:

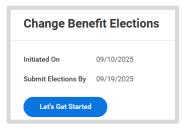
- 1. Click Benefits > Benefit Elections > Change Benefits.
- 2. Select the Change Reason of *L&G Worksave Retirement UK Only*
- Click the Calendar icon to enter the date of the Benefit event.



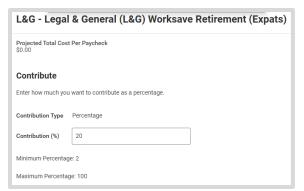
4. Click **Submit**. A task will route to your Inbox, or you can click **Open** right away.



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



- 6. Select Manage to elect and/or update your contributions.
- 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.

