

View and Update Benefit Savings

Saving Summary allows you to view and update your savings plan contributions.

- Deferred Comp can be viewed but not updated.

Savings Summary

1. Access your MyUW portal.
NOTE: The Portal can be accessed from anywhere as long as you have Internet service, including your Smart Phone or Tablet.
 - a. **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
 - b. **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Click on the **Launch full app** area on the *Benefit Information Tile*.
3. Click the **Update 403(b) Deductions** button.
4. A list of all savings type benefits will appear along with the coverage/participation.
5. Click on a plan to see more detailed information.
6. Click **Edit** to update current contributions.
7. Make necessary changes and click **Save**.
8. A pop up will appear letting you know on which paycheck the change will be effective, click **OK**.
9. Click **OK** on the save confirmation.