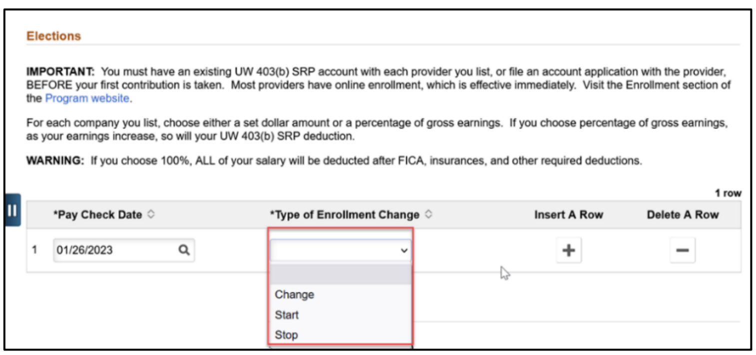
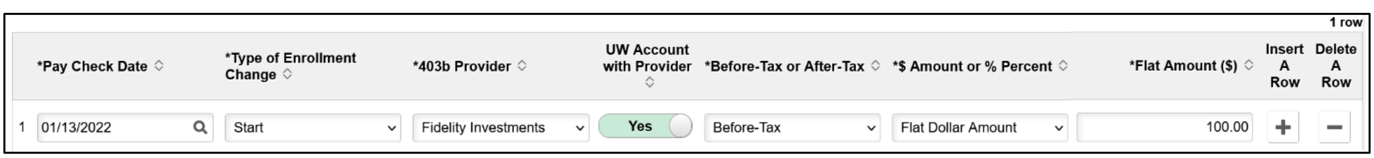
Salary Reduction Agreement eForm

Start/Stop/Change 403(b) Supplemental Retirement Plan Contribution

1. Access the My.Wisconsin Portal or (MyUW Portal - Madison).
2. Click on **Launch Full App** on the Benefit Information tile.
3. Scroll to the bottom of the page and click on **Update 403(b) Deductions**.
4. Click on the **Salary Reduction Agreement** link found on the left menu.
5. To begin a new 403(b) contribution, click on **Add a SRA eForm**.
6. Enter preferred contact information of email or phone number. When prompted, enter the email address or phone number.
7. If you contributed to another voluntary retirement plan under another employer or own 50% of a business with a retirement plan, choose yes from the drop-down menus and enter the information requested. If not, choose no from the drop-down menu.
8. Click on the magnifying glass for the **Pay Check Date** field and choose the paycheck you want the new contributions to begin. Choose the value of **Start, Stop,** or **Change** for the **Type of Enrollment Change**. Additional fields will begin to display as options are chosen.



9. Choose a 403(b) provider from the drop-down menu. Indicate if you already have an account set up with the provider chosen.
10. Choose whether contributions should be taken **Before Tax or After Tax** (Roth).
11. Enter either a flat dollar amount as shown below or you can choose a percentage of salary – but not both.



12. Read the Acknowledgement page and switch the toggle from **No** to **Yes** indicating you agree to the terms.
13. Click the **Save** button at the bottom of the screen to save your progress.
14. Click the **Submit** button to finalize your enrollment.
15. You will receive a results page indicating that your enrollment has been submitted for approval.