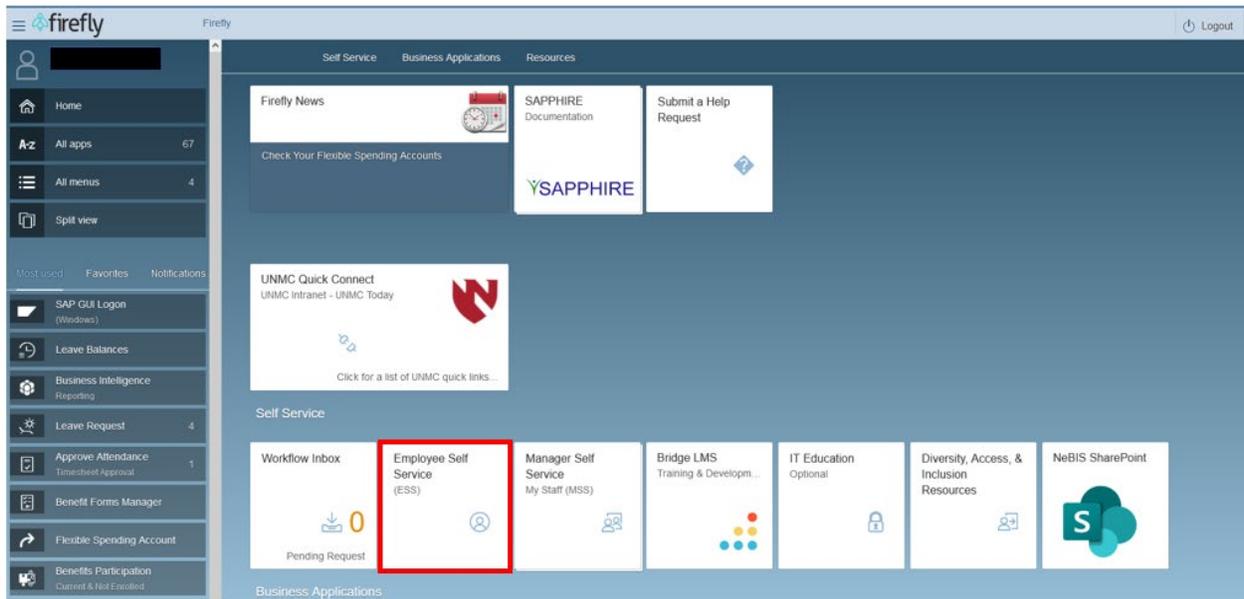
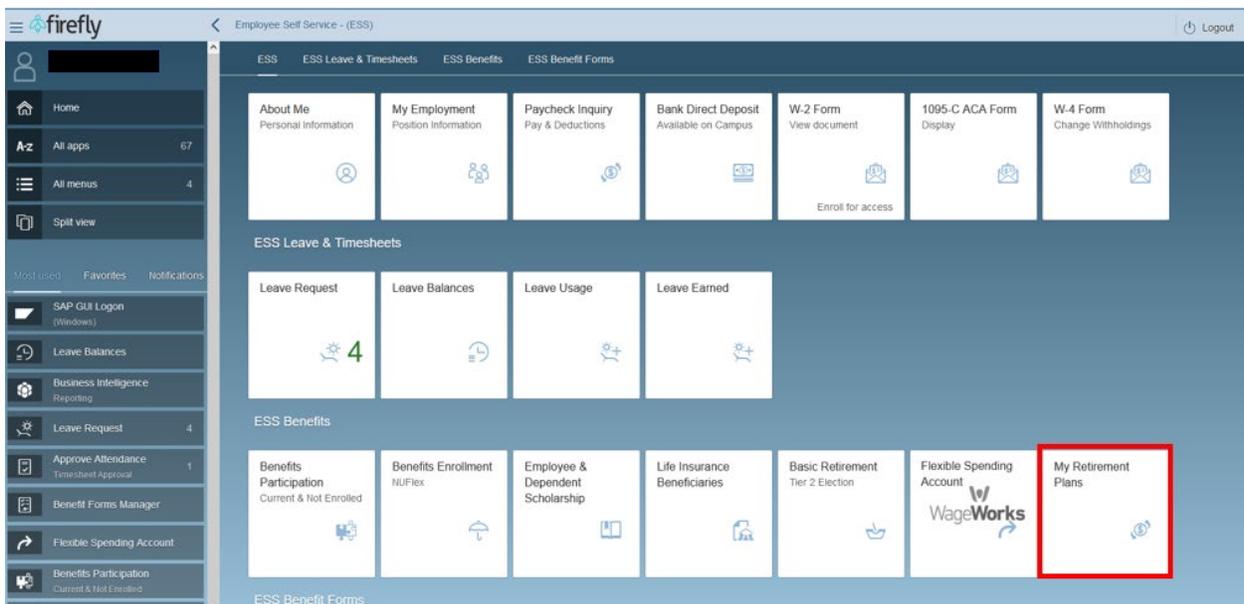


1. Log into Firefly and click on the Employee Self Service tile.



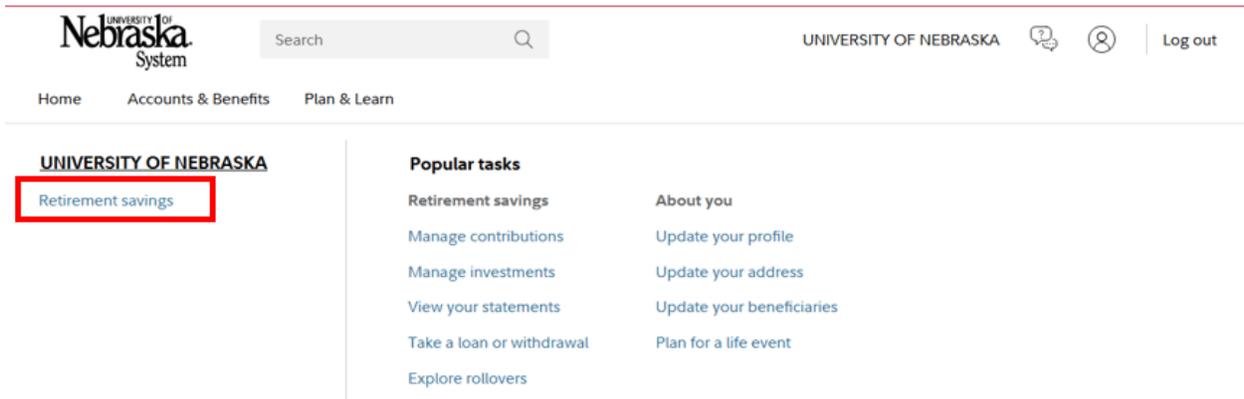
2. Click on the My Retirement Plans tile.



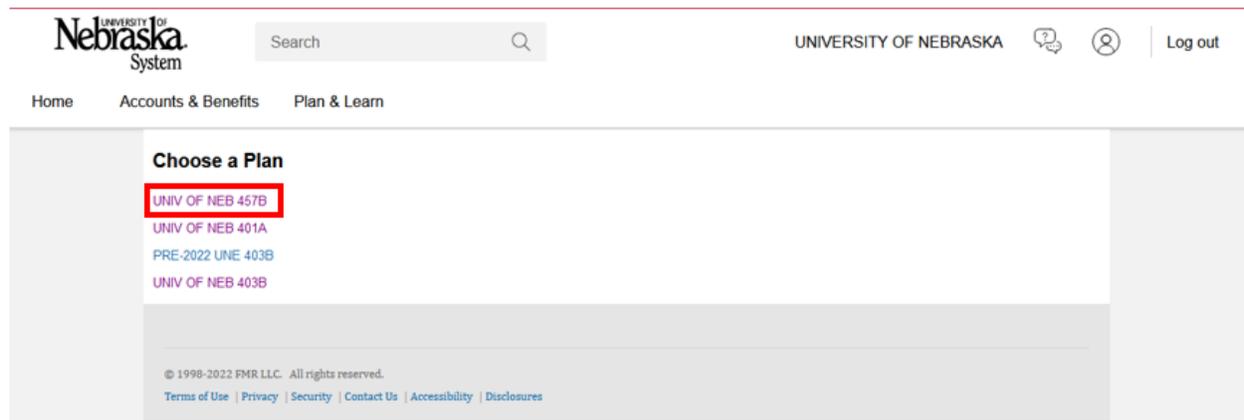
3. On the Fidelity website, click on Accounts & Benefits.



4. A drop-down menu will appear. Click on the Retirement Savings link.



5. Click on the plan you would like to update.



6. In the center of the page, under Contributions, click Show More.

The screenshot shows the top navigation bar with the University of Nebraska System logo, a search bar, and links for Home, Accounts & Benefits, and Plan & Learn. The main header displays 'UNIV OF NEB 457B (73132)'. Below this is a horizontal menu with tabs for Summary, Contributions, Investments, Withdrawals, Rollovers, Bank/Tax Information, and Plan Information. Underneath are buttons for BALANCES, TRANSACTION HISTORY, and STATEMENTS. A dropdown menu shows 'Currently Viewing: UNIV OF NEB 457B(73132)' with a 'Financial Terms & Definitions' link. The main content area has two boxes: 'Balance' showing '\$0.00' and 'Contributions' showing 'Distribution among providers who manage your contributions' with a 'Change' link and 'Fidelity Investments 100%'. A 'Show More' button in the Contributions box is highlighted with a red rectangle.

7. The box will expand. Click on the Change Contributions button.

This screenshot is similar to the previous one but shows the 'Change Contributions' button in the Contributions box highlighted with a red rectangle. The 'Show More' button is now 'Show Less'. The rest of the page layout, including the navigation bar and tabs, remains the same.

8. Then click on the Contribution Amount link.

The screenshot shows the University of Nebraska System website. At the top left is the logo for the University of Nebraska System. To its right is a search bar. Further right are the text 'UNIVERSITY OF NEBRASKA', a help icon, a user profile icon, and a 'Log out' link. Below this is a navigation menu with 'Home', 'Accounts & Benefits', and 'Plan & Learn'. The main content area is titled 'UNIV OF NEB 457B (73132)'. Below the title is a tabbed interface with 'Summary', 'Contributions', 'Investments', 'Withdrawals', 'Rollovers', 'Bank/Tax Information', and 'Plan Information'. The 'Contributions' tab is active. Under this tab, the heading 'Contribution Amount' is displayed. Below it is the sub-heading 'Manage Your Contribution Amount'. Three links are listed: 'Contribution Amount' (highlighted with a red box), 'Retirement Providers', and 'Roll money into your retirement savings'. To the right of these links is a 'Tools & Calculators' box containing 'Take-Home Pay Calculator' and 'Contribution Calculator'. At the bottom of the page, there is a footer with contact information, copyright notice, and legal links.

UNIVERSITY OF
Nebraska
System

Search

UNIVERSITY OF NEBRASKA   Log out

Home Accounts & Benefits Plan & Learn

UNIV OF NEB 457B (73132)

Summary Contributions Investments Withdrawals Rollovers Bank/Tax Information Plan Information

Contribution Amount

Manage Your Contribution Amount

- [Contribution Amount](#)
View or update the amount you contribute to your retirement savings plan.
[Why should I contribute to my retirement savings plan?](#)
- [Retirement Providers](#)
View or update the Retirement Providers who manage your contributions.
[What are Retirement Providers?](#)
- [Roll money into your retirement savings](#)
Learn more about consolidating your retirement accounts.
[What is a rollover?](#)

Tools & Calculators

- [Take-Home Pay Calculator](#)
How will your pre-tax contributions affect your take-home pay?
- [Contribution Calculator](#)
Can even a small contribution make a difference?

Questions? Call (800) 343-6860

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IA=1 CU=1 PT=1 WT=1 DC=1 CL=1 SS=1 SZ=2

9. There are 2 options to choose from, Percentage Contributions or Dollar Contributions. Enter the per pay period amount and then click Change Contribution Amount. ****Please do not elect a 100% contribution, as at least \$50 needs to come though on your paycheck.****

UNIVERSITY OF
Nebraska
System

Search

UNIVERSITY OF NEBRASKA   Log out

Home Accounts & Benefits Plan & Learn

UNIV OF NEB 457B (73132)

Summary Contributions Investments Withdrawals Rollovers Bank/Tax Information Plan Information

Contribution Amount per Pay Period

Percent Contributions	
Pre-Tax Percent	
Current Election	0.00 %
Desired Election	<input type="text" value="0.00 %"/>
<small>(0.00% to 100.00% in increments of 0.01%)</small>	
Percent Contributions Total	
Current Election	0.00 %
Desired Election	0.00 %

Dollar Contributions	
Pre-Tax Dollar	
Current Election	\$0.00
Desired Election	<input type="text" value="\$ 0.00"/>
<small>(\$0.00 to \$20,500.00 in increments of \$0.01)</small>	
Dollar Contribution Amount Total	
Current Election	\$0.00
Desired Election	\$ 0.00

Your changes will generally take effect in 1 to 2 pay periods depending upon when your employer makes your requested payroll change.

Change Contribution Amount

Have a retirement account from a former employer?
Simplify your finances by rolling it over now.

Tools & Calculators
[Learn about your Contribution Amount](#)

- [Take-Home Pay Calculator](#)
How will your pre-tax contributions affect your take-home pay?
- [Contributions Calculator](#)
Can even a small contribution make a difference?

10. Review your Desired contribution amount and click Submit.

Review and Submit Contribution Amount

Your changes appear below. To complete your transaction, click Submit. To change your contribution amount, click Previous.

Your Contribution Amount per Pay Period

Contributions	Current	Desired
Percent Contributions		
Pre-Tax Percent	0%	0%
Percent Contributions Total	0%	0%
Dollar Contributions		
Pre-Tax Dollar	\$0	
Dollar Contribution Amount Total	\$0	

When you click Submit, a confirmation page will be displayed, which you may print and save for your records.

[< Previous](#) [Submit](#)

[Cancel Changes to Contribution Amount](#)

Questions? Call (800) 343-0860

11. You will receive a confirmation number. For monthly paid employees, the change will become effective the first of the month following the submission. For biweekly paid employees, the change will become effective in 1 to 2 pay periods.

Contribution Amount Confirmation

[Print](#)

On December 05, 2022 3:02 PM your Contribution Amount elections were updated. Your changes will generally take effect in 1 to 2 pay periods depending upon when your employer makes your requested payroll change.

Please [print](#) and [save](#) this confirmation for your records before leaving this page.

Your confirmation number is [REDACTED]

Your Contribution Amount per Pay Period

Contributions	Desired
Percent Contributions	
Pre-Tax Percent	0%
Percent Contributions Total	0%
Dollar Contributions	
Pre-Tax Dollar	
Dollar Contribution Amount Total	

Next Steps

- The market will affect your investments. [View and update your investment elections.](#)

[Return to Contribution Amount](#)