

# CHANGES TO FUTURE CONTRIBUTIONS

(to be used to redirect future contributions to alternate funds)

1. Open your browser to the site: [www.abr-update.com](http://www.abr-update.com).
2. The web page will request your Log In, which is your Social Security number. Please use only the 9 numbers of your SSN with no dashes or spaces.
3. Your pin number is your six-digit date of birth in this format: mmddyy
4. Once you have logged in, you should see a stock market summary and your current account balance.
5. On the left hand side of the page is a menu. Under the section titled "Plan Services," there is an Investment Elections option. Click on Investment Elections and a new page will open.
6. If you have an employer match or alternate contribution sources for your 401k (such as profit sharing, etc), you will see contributions under multiple categories. You can change elections for each individual source, or you can change elections for "All Sources." Click "Change Elections."
7. You will see a listing of the funds on the left and two columns on the right. The first column indicates the percentage of your contributions that are currently going to the associated fund. In the second column you will use the drop down menu to select a new percentage for each fund.
8. Once you have completed your selections, please scroll to the bottom of the column and confirm that the total is 100%.
9. Your new elections must be submitted by clicking on the "Submit Investment Elections" button, which is a very light gray button on the bottom left side of the page. If you scroll your mouse cursor over the button, it should highlight and be easier to locate.
10. You will then be sent to a confirmation page. Please keep this confirmation number for your records. The confirmation will also be stored in your pending activity page. For a record of changes made to your account, please visit the "Pending Activity" page. You will find this option on the left hand menu under the section titled, "Account Summary."