

Job Aid:

Contributing to your 401(k) and Setting 401(k) Beneficiaries

Document Name: Contributing to your 401(k) & Setting 401(k) Beneficiaries		
Date Written: 5/10/2018	Written by: Niesha Cooper	Approved by: Kristi Morrissey
Date Revised: 12/13/2019	Written by: Danielle Tofaeono	Approved by: Click here to enter text.

Overview

This job aid outlines the procedure on how to enroll or change how much you contribute to your 401(k).

When am I eligible to participate?

You are eligible to participate in the 401(k) plan on the first of the month following 30 days of active, full-time employment. You can make your first election starting on the Monday after your first week of employment with Niagara (as long as your full Social Security Number and Birthdate are in Workday). Tenured team members can enroll or make changes any time.

How much can I contribute and is there a Match?

Niagara allows you to contribute up to the annual IRS Max. Niagara will match 1/3 on the first 6% of contributions, regardless of whether you contribute money from your check on a Pre-tax or Roth after-tax basis. You are eligible for matching contributions to your plan account on the first of the month after you complete one full year of employment. 401(k) contributions are deducted and Niagara Match is calculated on a per paycheck basis.

For 2020, the IRS maximum contribution limit is \$19,500.

How often can I change my contribution percentage?

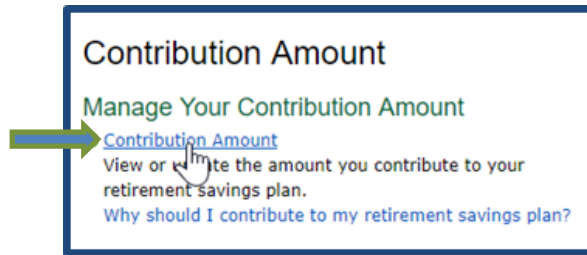
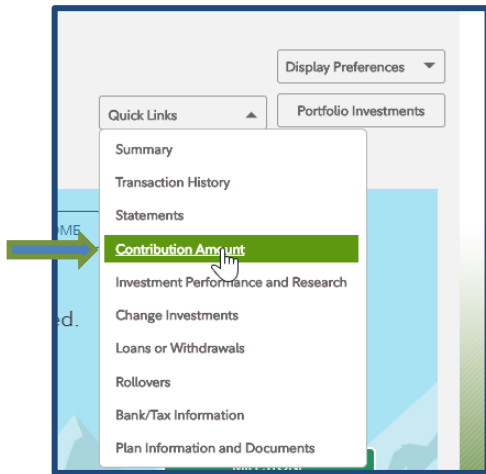
Niagara allows you to change your contribution as often as you see fit, however it may take 1-2 pay circles to update and reflect on your paycheck.

Procedure 1: How to Enroll or Make Changes

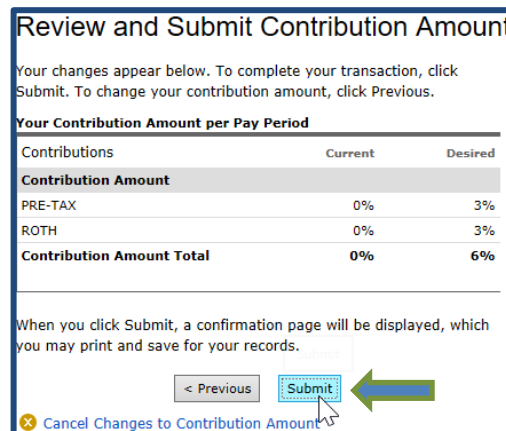
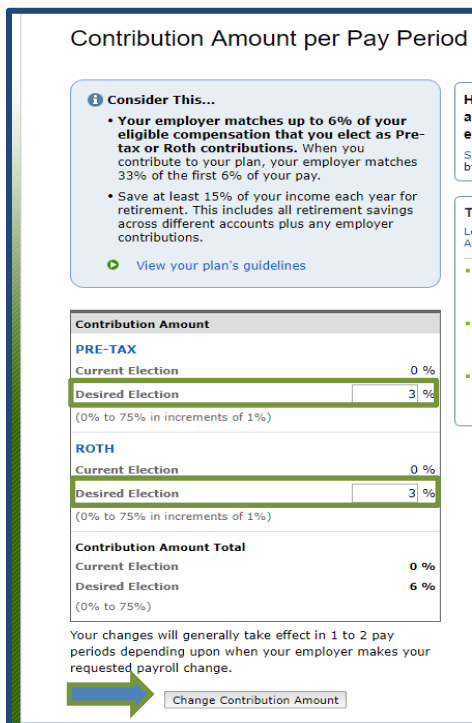
- Open your internet browser and enter www.401k.com into the address bar
- Log in with your username and password. (For technical issues, please call Fidelity at 1-800-835-5097)
 - If you do not currently have your account set up, please click "Register as a New User."

USERNAME	PASSWORD				
john.doe	*****	Log In	<input type="checkbox"/>	REMEMBER ME	FORGOT LOGIN? REGISTER AS A NEW USER FAQs

- Locate the **Quick Links** Icon on the drop down menu and select **Contribution Amount** two times.



- Enter your desired election amount under Pre-tax and/or Roth. Notice the Contribution Amount total at the bottom of the screen. Click the **Change Contribution Amount** button to review your changes.
- If you are satisfied with the amount(s) you've entered, click the **Submit** button to confirm your changes. Please monitor your paycheck as changes take at least one to two pay periods to become effective.



Procedure 2: Adding a Beneficiary

- Click the **Menu** option on the left side of your screen and select the **Profile** icon. Next, select **Summary** and click on **Beneficiaries**.
- Edit your Marital Status and click **Save**.
- Select **Add Primary Beneficiary** and enter in the required information and click **Save**. Review the Niagara Water Retirement Plan SPD on the [Niagara Benefits Portal](#) for more information on Beneficiary Designations.

The screenshot shows a user profile summary page with four tabs: Summary, Login & Security, Personal & Contact Information, and Preferences. The 'Beneficiaries' link under the 'Personal & Contact Information' section is highlighted with a green box. Other sections include 'Login & Security' (100% complete), 'Communication' (100% complete), and 'Personal & Contact Information'.

The screenshot shows the 'Add a Beneficiary' page for the Niagara Water Retirement Plan. It features a 'Primary Beneficiaries' section with a blue 'Add a Primary Beneficiary' button and a 'Contingent Beneficiaries' section with a grey 'Add a Contingent Beneficiary' button. A 'Review and save your choices' button is at the bottom.

The screenshot shows the 'Add a Beneficiary' form. It includes a 'Beneficiary Type' section with buttons for 'A Person', 'An Estate', 'An Organization', and 'A Trust'. The 'A Person' button is selected. Below is the 'Beneficiary Information' section with fields for 'Relationship (to you)', 'Gender', 'Name' (First, Middle, Last), 'Social Security Number', and 'Date of Birth'.

Questions?



- Click to icon to email your Benefits Department
- Visit www.niagarabenefits.com to learn more about your 401(k) Options!
- Want to learn about your 401(k) in a fun and interactive way? Spend some time with Alex at <https://www.myalex.com/niagarabottling/2020>