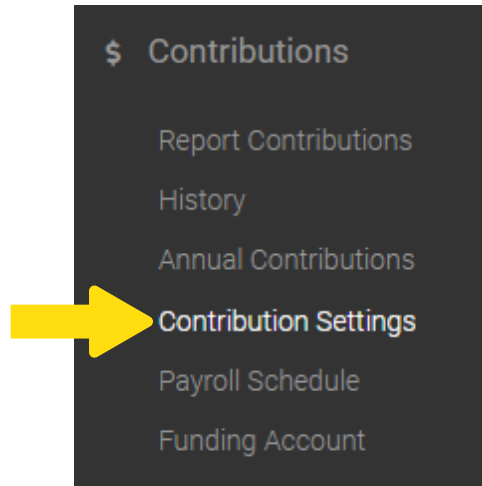


Contribution Settings

As Plan Sponsor, you will need to configure your Employer Contribution Settings. This ensures the Employer Contribution options on the Report Contributions and Annual Contribution pages match the plan provisions found in your plan document. If you wish to change your plan provisions, please contact us at support@myubiquity.com and we will be happy to assist you.

Instructions:

1. Login to your myubiquity.com account
2. Click '**Contributions**' from the left menu and select '**Contribution Settings**'



3. Change the frequency to match your plan provisions.
 - a. If your plan provisions state to fund annually, please select '**Annual contributions only**' from the drop down list.
 - a. If your plan provisions state to fund per payroll, please select '**Per Payroll**' from the drop down list.
4. Click '**Save**' – Please note: The screen takes a moment to update. You may click "dashboard" on the left menu to navigate back to the home screen. You will receive a green confirmation bar when the change has been updated. This will only update new payrolls moving forward.

