

Supplemental Retirement Plan (SRP) Enrollment Self-Service Instructions

Changes can be made to your SRP at any time and are effective the next pay period. To use the on-line process through Employee Self-Service, please follow the simple steps below:

1. Go to Draper portal at portal.draper.com and select **Employee Self-Service**



2. Click on the **Retirement Contributions**

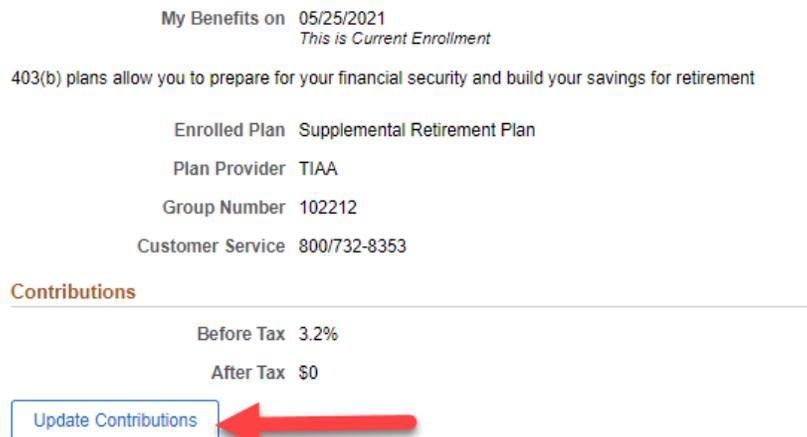
Retirement Contributions



3. Then click on **Supplemental Retirement Plan (SRP)** box



4. Then update your contributions



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5. Select what you wish to contribute on a per bi-weekly paycheck basis.

Contributions Save

You can enter your contribution as a percent or flat dollar amount. You can not exceed the before-tax and after-tax plan maximums. If you choose to enter percents, the sum of your before-tax and after-tax percents can not exceed 0 percent.

Contribution Type: Percent of Gross Flat Amount Percent of Gross

Current Before Tax Percentage	Current After Tax Percentage	New Before Tax Percentage	New After Tax Percentage	Maximum Before Tax Percentage	Maximum After Tax Percentage
0.000	0.000	0.000	and/or 0.000	100.000	100.000

6. You have the option of enrolling in both before tax and after tax options as well as entering a flat dollar amount or a percentage of your earnings. Once you have entered your amounts, click **save** to complete the process.

- You will want to make sure your beneficiary information is up to date by contacting TIAA at (866) 226-4844 or online at <https://www.tiaa.org/draper>