CITY OF PORTLAND
457 DEFERRED COMPENSATION PLAN
HOW TO ENROLL

Eligibility

You are eligible to participate in the Deferred Compensation Plan if you are a Benefit Eligible full-time or part-time employee with the City. Your participation can begin the first of the month after you complete 30 days of employment.

New Enrollments

You must follow the instructions below to enroll in the Plan:

1. Review available information on the City's Deferred Compensation Program and the various investment options available through ING Financial Advisors and Advantis Credit Union. Call ING at 503-937-0378 or toll free 1-800-238-6281 to have their information and enrollment guide mailed to you or you may schedule a meeting with a representative to go over the materials in person. You can also email ING at deferredcomp@lewis-stefani.com If you are a new employee with the City the enrollment guide is distributed at a new employee orientation sessions held monthly in the Portland Building. To enroll with Advantis Credit Union contact them at 503-785-2527 or visit any branch office. Visit the Advantis website for branch locations https://www.advantiscu.org/page.php?page=87. You can also visit their deferred comp website at https://www.advantiscu.org/page.php?page=53.

2. Monthly enrollment meetings are the last Wednesday of every month. See the schedule for details.

3. Forms for Enrollment: All the forms you need to enroll are included in the enrollment booklet. These forms are (1) the City of Portland's Deferred Compensation Participation Agreement, (2) the Plan Acknowledgment and Receipt, (3) the Beneficiary Designation, and (4) the ING enrollment form on which you select your investment funds. If you are enrolling with Advantis Credit Union, you will only need to complete the first three forms. Your completed forms should be returned to your ING representative or your Advantis representative. All of these forms are necessary to start your deferred compensation account.

4. Your ING or Advantis Credit Union representative will review the forms and submit them to the Bureau of Human Resources Office.

Your completed forms must be received in the Bureau of Human Resources Office by the 15th of the month to be effective the first payday of the following month. For example, forms received by September 15 will be effective the first payday in October. Forms received after September 15, but before October 15 will be effective the first payday in November.