



## ***Employee Deferred Compensation Self Service Quick Reference Guide***

### ***Step One – From a City Computer***

Go to [www.portlandoregon.gov/ep](http://www.portlandoregon.gov/ep)  
Log in as an Employee

***Step Two – Select Employee Programs tab (near the top, right next to Employee Self-Service)***

***Step Three – Under “Deferred Comp Program”, select Deferred Comp Enrollment***

***Step Four - “Accept” the acknowledgement; the next screen will then display your current plan election and amount; you will also see other plans available to you. If you are new, you will see a list of all plans available to you.***

***Step Five – Select “Savings Plans” (2); this screen shows your current election with a “pencil and trash can” icons.***

- ***Pencil allows you to change your current contribution.***
  - ***Select Pencil; a window comes up where you type over your current contribution amount with your new election per paycheck. (percent or dollar); select “Add”***
- ***Trash Can allows you to stop your contribution.***

***Step Six – select “Review and Save” (3); this screen will show when your new entry will take effect based on the 15<sup>th</sup> of the month deadline. Select “Save” icon and you are DONE! You can then view/print an Election Summary.***