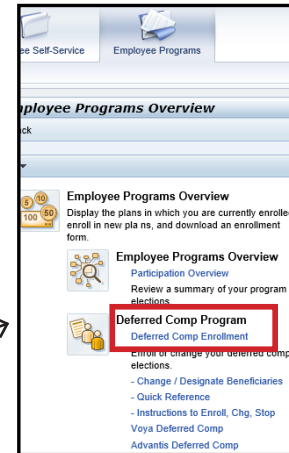
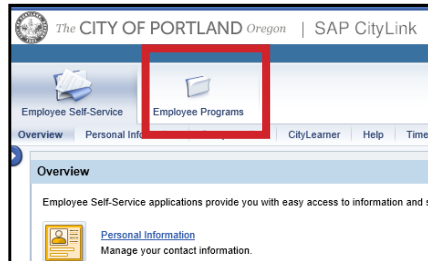


ENROLLING IN DEFERRED COMP

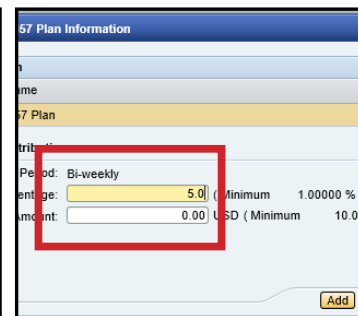
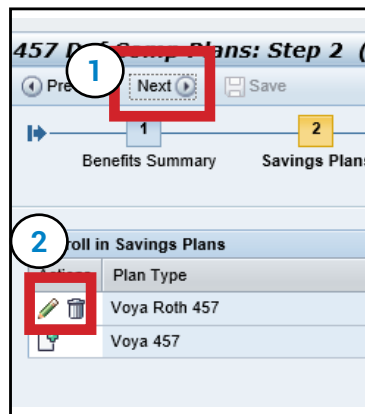
Enrolling in or changing your Deferred Comp election or contribution amount can be done through your Employee Self Service (ESS) Portal online.

1. To enroll in Deferred Comp, log on to your Employee Self Service portal at **www.portlandoregon.gov/ep** (must be done on a City computer). Once logged in, navigate to the Employee Programs tab.



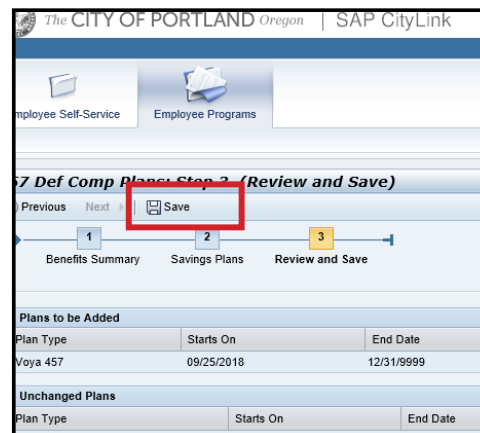
You will then see the Deferred Comp option.

2. Accept the acknowledgment; you will then see a summary list of the plan options available to you. Click "Next", which will allow you to enroll/edit plans. Select the plan (or plans) you want to enroll in or make changes to.



You can select a flat dollar amount, or a percentage.

3. Be sure to review your plan choices, then click SAVE. After you save your elections, you can save/print a summary of your enrollments, or return to the main menu.



Note: New enrollments entered in the system by the 15th of the month will be reflected on the first paycheck received the following month. Enrollments entered after the 15th of the month are reflected the month after.

