

Making Changes to an Existing Deferred Comp Plan [ESS Deferred Compensation]

Module: ESS Portal // **Process:** Through the SAP CityLink Portal, you have the ability to start a new plan, make changes to the deferral amount of an existing plan, or cancel and existing plan.

Overview

Through the SAP CityLink Portal, you have the ability to start a new plan, make changes to the deferral amount of an existing plan, or cancel an existing plan.

Questions / Help

In order to access this resource, you must use a City computer, have access to the SAP CityLink Portal, and be benefits eligible.

- For questions about your deferred compensation and/or eligibility, contact the Bureau of Human Resources (BHR) Deferred Compensation program administrator or visit their website.
- For questions about logging in to the CityLink Portal, contact the BTS Helpdesk at 503-823-5199 or btshelpdesk@portlandoregon.gov.



01

Go to:

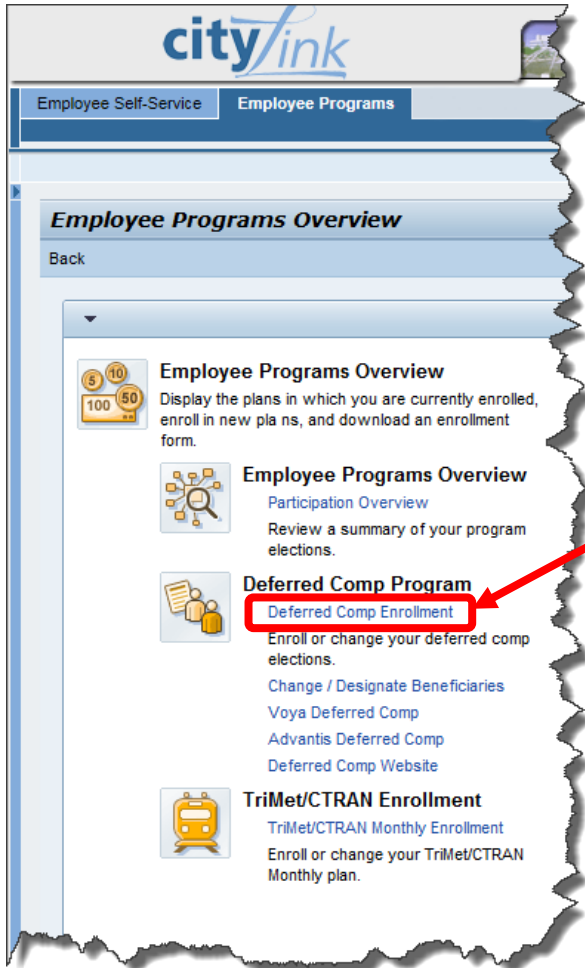
<http://www.portlandonline.com/ep>.

Log into the website with your employee account. You will be logged into the CityLink Portal.

Click on the “**Employee Programs**” tab.

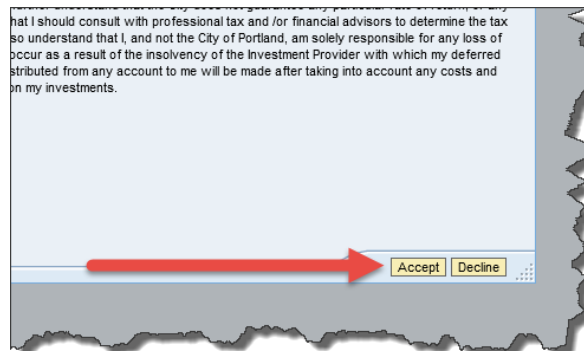
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02

Select the **“Deferred Comp Enrollment”** link from the middle section.








03


After launching the **“Deferred Comp Enrollment Program,”** a terms and conditions window is shown. If you accept the terms and conditions, click **“Accept.”** Otherwise click **“Decline.”**

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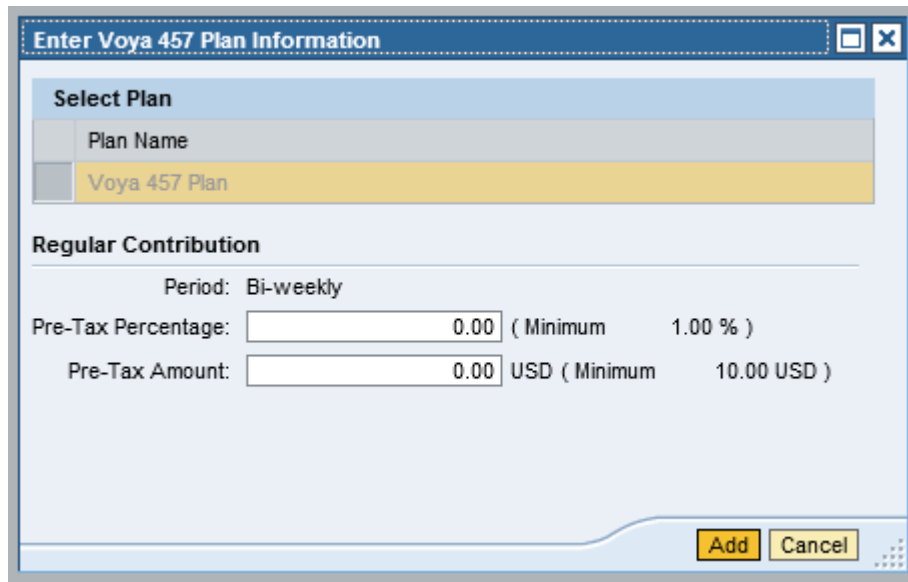
Enroll in Savings Plans	
Actions	Plan Type
	Advantis 457
	Advnts Roth 457
	Voya Roth 457
 	Voya 457

04

Add a new plan or modify an existing plan. Click the **“Change”** button  to make changes to an existing plan.

05

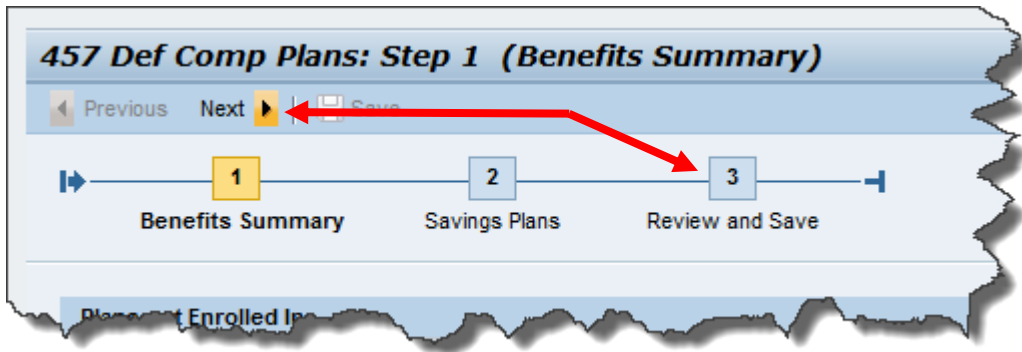
A pop-up window will appear and ask for a pre- or post-tax percentage or specific dollar amount. Your available options are to select either a percentage, an amount, or a percentage and an amount. When finished making your elections, click the **“Add”** button.



The screenshot shows a pop-up window titled "Enter Voya 457 Plan Information". It has a "Select Plan" section with a table where "Voya 457 Plan" is selected. Below this is the "Regular Contribution" section. It includes a "Period" dropdown set to "Bi-weekly". There are two input fields: "Pre-Tax Percentage" with a value of "0.00" and a note "(Minimum 1.00 %)", and "Pre-Tax Amount" with a value of "0.00" and a note "USD (Minimum 10.00 USD)". At the bottom right, there are "Add" and "Cancel" buttons.

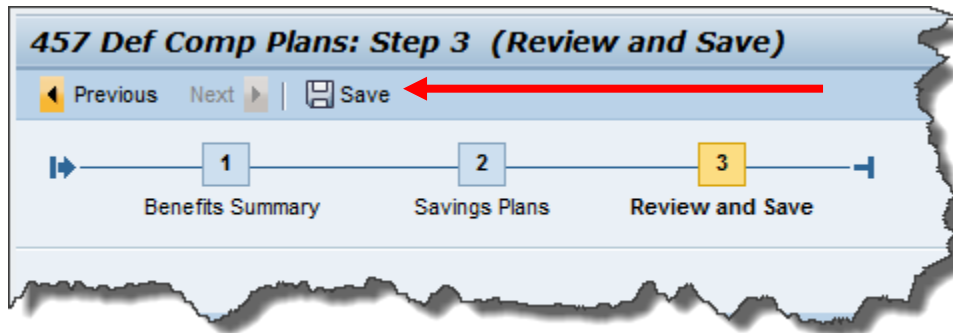
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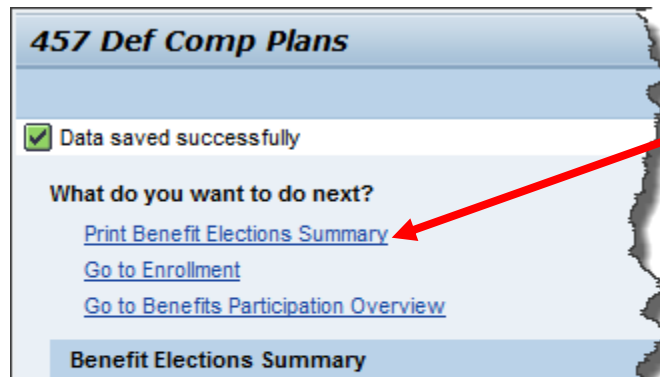
06

Review your changes. When finished making elections, click **“Next”** to go to the final save function. None of the changes will take effect unless they are saved.



07

Click **“Save”** to save your changes to the system.



After saving your changes, you can click **“Print Benefits Elections Summary”** to view your current Deferred Comp elections and effective dates. This will launch an Adobe PDF in a new window, which you can then save or print.