

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:

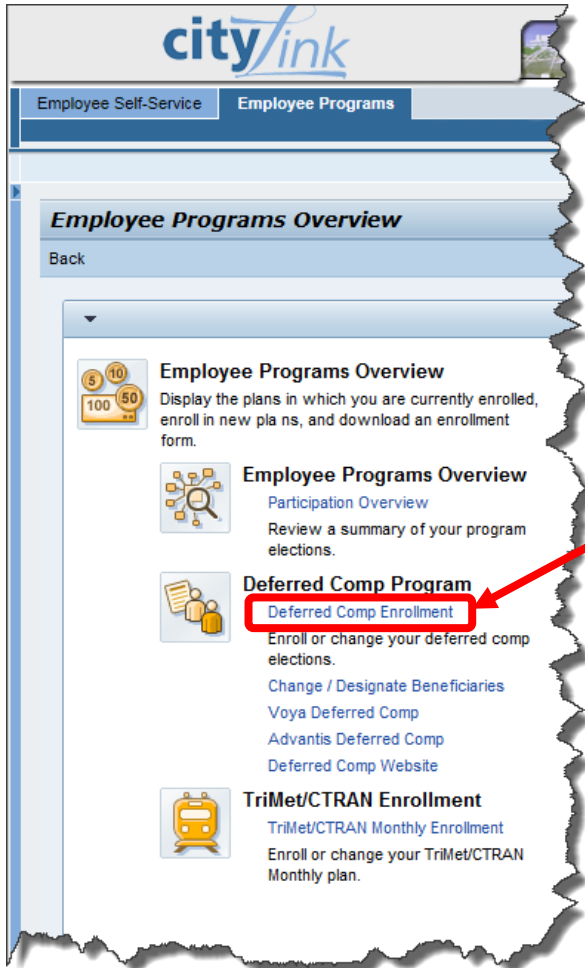
<http://www.portlandonline.com/ep>.

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

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

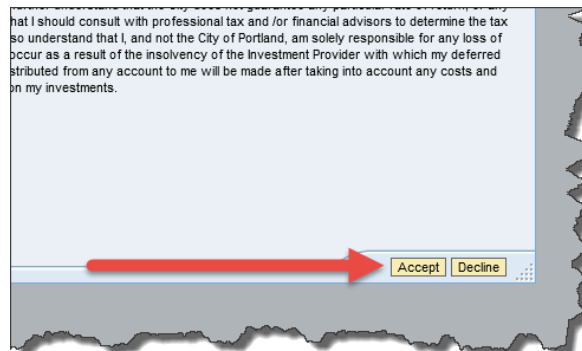
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02

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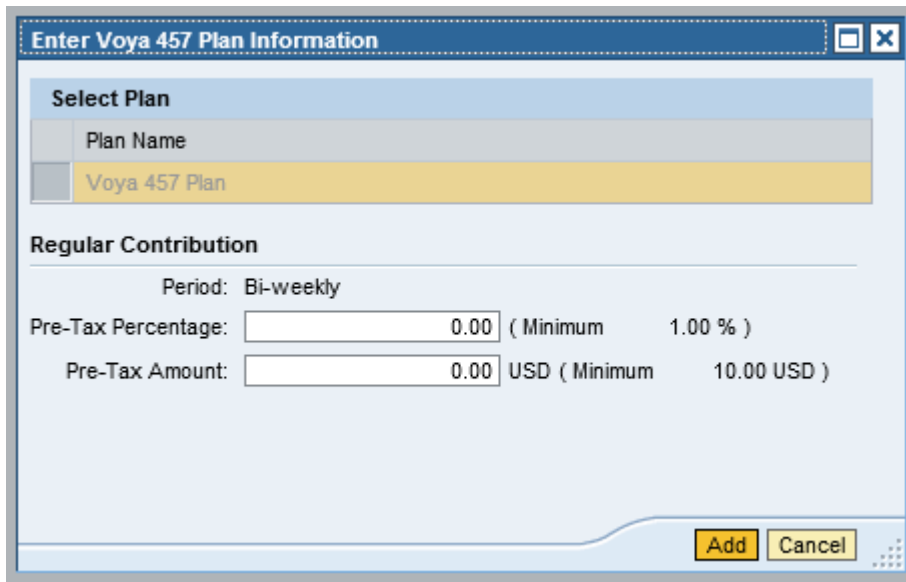
Enroll in Savings Plans	
Actions	Plan Type
	Advantis 457
	Advnts Roth 457
	Voya Roth 457
 	Voya 457

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.



Enter Voya 457 Plan Information

Select Plan

Plan Name

Voya 457 Plan

Regular Contribution

Period: Bi-weekly

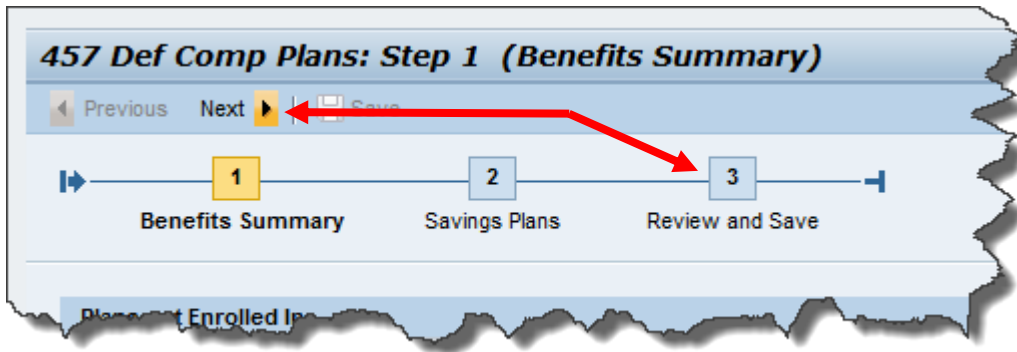
Pre-Tax Percentage: (Minimum 1.00 %)

Pre-Tax Amount: USD (Minimum 10.00 USD)

Add **Cancel**

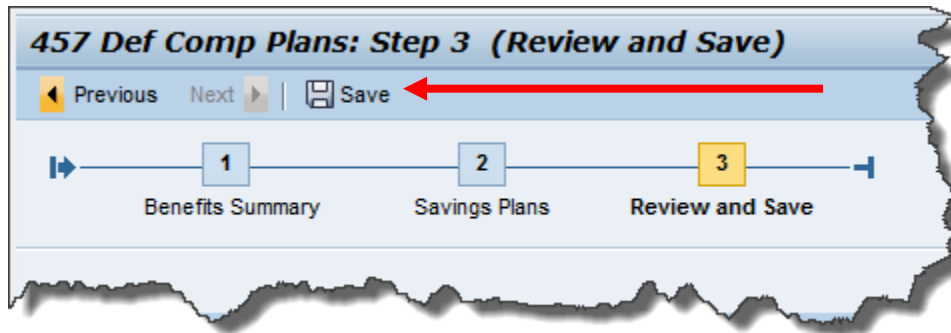
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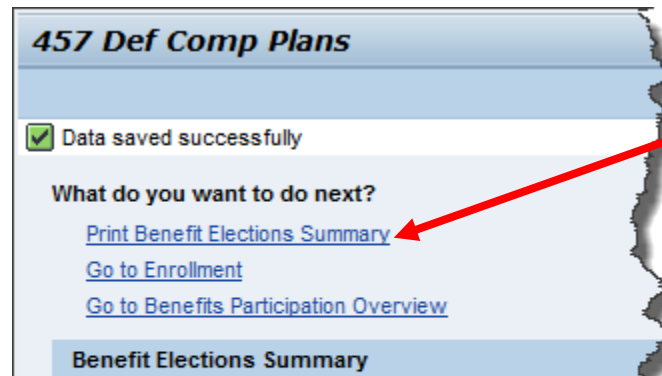
06

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.