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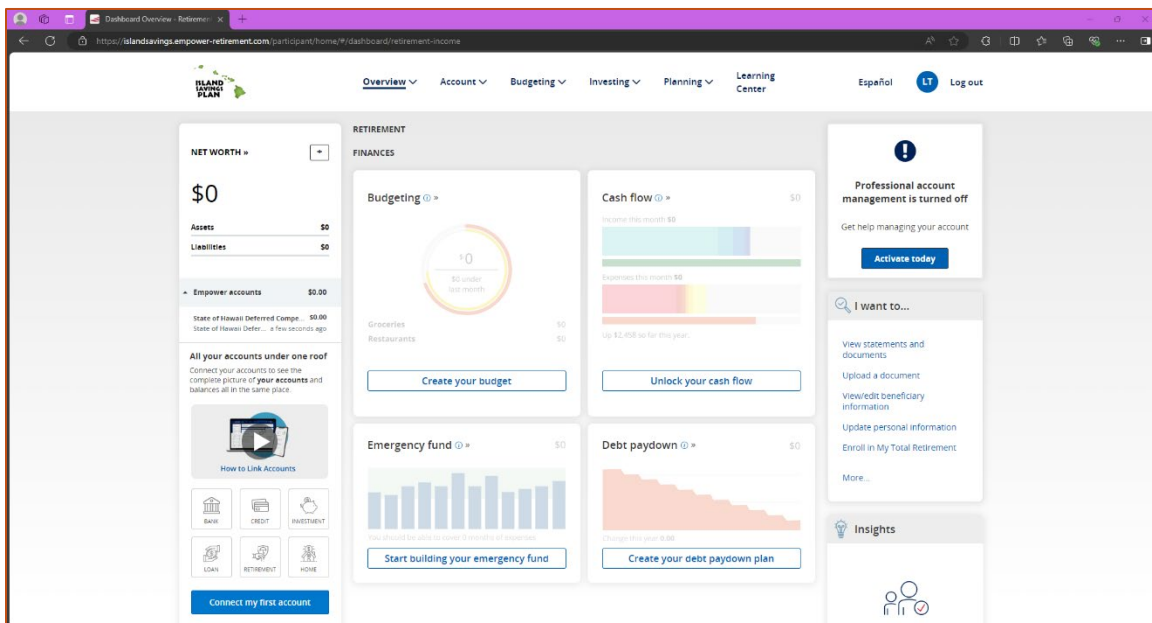
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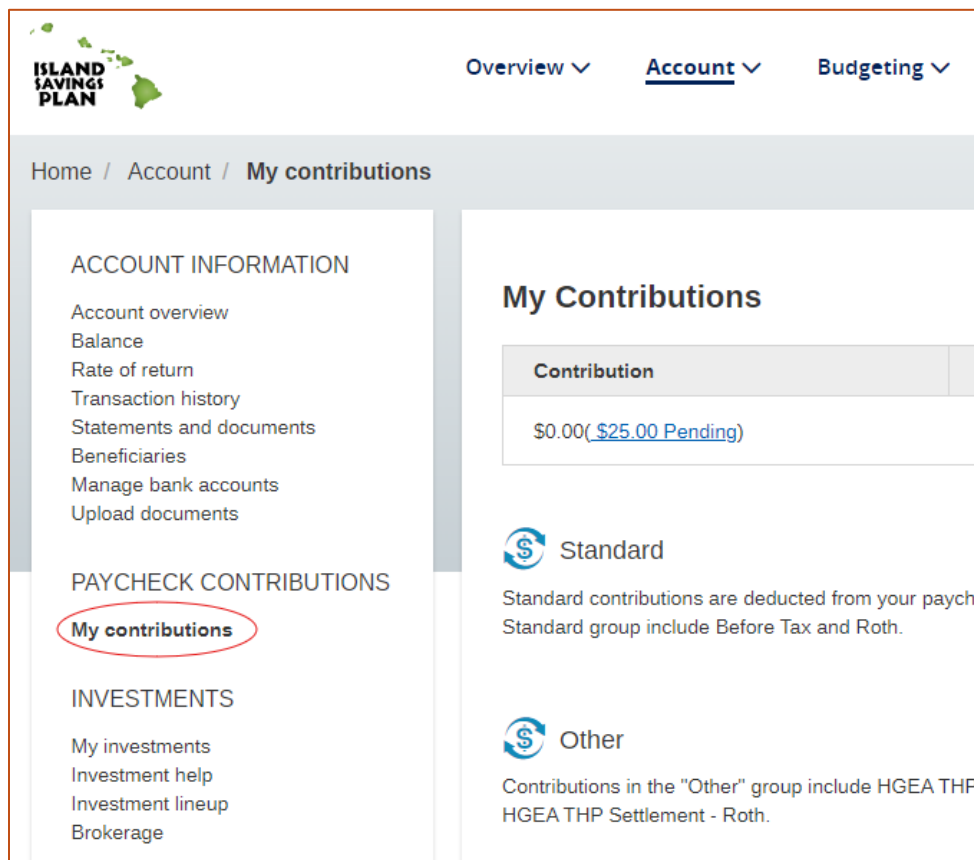
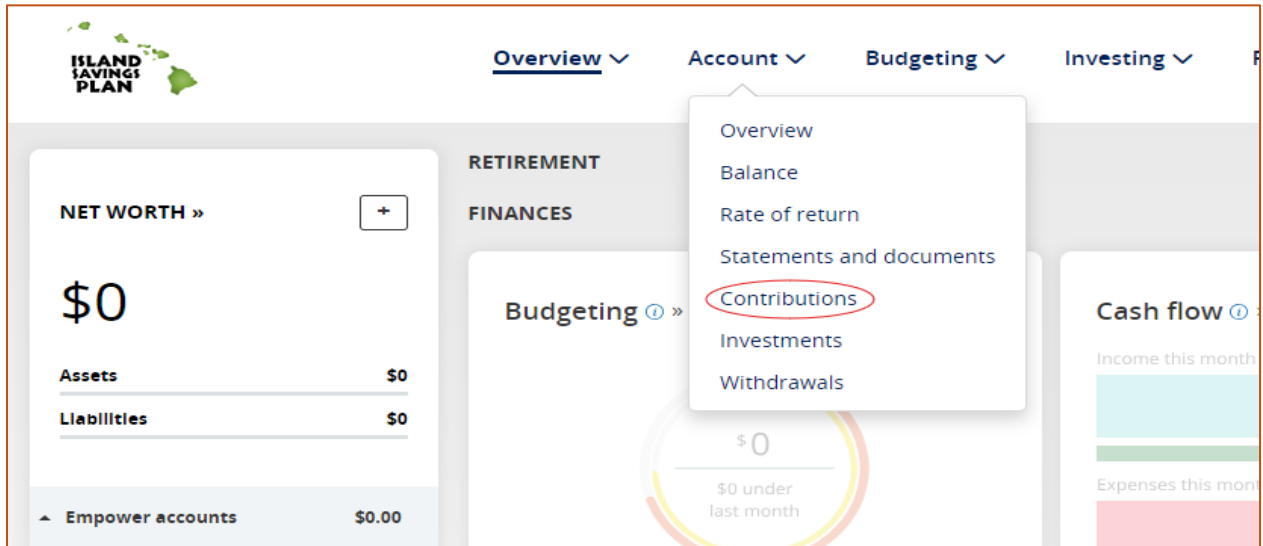
ISLAND SAVINGS PLAN (ISP) TEMPORARY HAZARD PAY (THP) STEP BY STEP GUIDE – MAKING A THP ELECTION ONLINE

Note: The example provided below is intended as a sample illustration on how to make a THP election online through your Island Savings Plan account. It is not meant to provide any financial advice or recommendations.

STEP 1: Log into your Island Savings Plan Account via the Plan's website at empower.com/islandsavings.




STEP 2: Select *Contributions* from the Account drop-down menu at the top of the page. Then select *My contributions* under PAYCHECK CONTRIBUTIONS from the menu on the left.




STEP 3: Select the Add/Edit Button for the *Other* contribution option.

My Contributions

Contribution	Type	Edit
\$0.00(\$25.00 Pending)	Roth	Edit

 **Standard**
Standard contributions are deducted from your paycheck. Contributions in the Standard group include Before Tax and Roth. [Add / Edit](#)

 **Other**
Contributions in the "Other" group include HGEA THP Settlement - Before tax and HGEA THP Settlement - Roth. [Add / Edit](#)

STEP 4: Input the amount in whole dollars that you would like to defer into the Plan, then select *Continue*.

Other Contribution

Select the contribution to be automatically deducted from your paycheck.

Select another contribution rate

MY OTHER CONTRIBUTION ⓘ

\$2,500

The amount deducted from your paycheck each pay period.

[Dollar](#)

[Back](#) [Continue](#)

STEP 5: Select what type of contribution you want to make. Pre-tax, Roth, or split your contribution for a combination of both. Then select *Continue*.

Note: *If you decide to split your contribution, you will need to input how you want your contribution to be split between Pre-tax and Roth. You can input the dollar amounts in the boxes available.*

State of Hawaii Deferred Compensation Plan: Select Contribution

What type of contribution would you like to make?
[Compare them](#) | [Calculators](#) | [Plan Rules](#)

HGEA THP Settlement - Before tax HGEA THP Settlement - Roth

\$2500.00 HGEA THP Settlement - Before tax contribution

\$2500.00 HGEA THP Settlement - Roth contribution

Split your contribution

My Contribution rate \$2500.00	My HGEA THP Settlement - Before tax contribution rate: \$ <input type="text" value="1250"/>
	My HGEA THP Settlement - Roth contribution rate: \$ <input type="text" value="1250"/>


STEP 6: Select Confirm & Continue.


My Contributions

Contribution	Type	Edit
\$0.00 [REDACTED]	Roth	Edit
\$1250.00	HGEA THP Settlement - Before tax	Edit
\$1250.00	HGEA THP Settlement - Roth	

By clicking the "Confirm & Continue" button, you authorize payroll deductions as indicated above.

[Confirm & Continue](#)

 **Standard**
Standard contributions are deducted from your paycheck. Contributions in the Standard group include Before Tax and Roth. [Add / Edit](#)

 **Other**
Contributions in the "Other" group include HGEA THP Settlement - Before tax and HGEA THP Settlement - Roth. [Add / Edit](#)

STEP 7: Make sure you receive a confirmation number and RETAIN FOR YOUR RECORDS.

Note: If you don't receive a confirmation number, your THP election wasn't submitted properly. Retain a copy of your confirmation number as this will assist Empower if they need to make corrections to your election.

My Contributions

✔ Your changes will be reported to your plan sponsor, and will be processed as soon as administratively feasible, subject to your plan terms and your payroll cycle.

Contribution Details

PLAN: State of Hawaii Deferred Compensation Plan

CONTRIBUTION RATE: \$1250.00 HGEA THP Settlement - Before tax
\$1250.00 HGEA THP Settlement - Roth

CONFIRMATION NUMBER: 131312318

[My Contributions](#)

EDITS TO YOUR THP ELECTION: If you need to edit your THP election, follow Steps 1 through 3 again, then select *Edit* next to your existing THP election. After selecting *Edit*, you can follow Steps 4 through 7 again to change your election.

Note: Any changes to your THP election needs to be made by the election deadline. You can make multiple changes to your THP election, however Empower will honor the latest election.

My Contributions

Contribution	Type	Edit
\$0.00 [REDACTED]	Roth	Edit
\$1250.00	HGEA THP Settlement - Before tax	Edit
\$1250.00	HGEA THP Settlement - Roth	