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ISLAND \$AVINGS PLAN (I\$P) 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 \$avings Plan account. It is not meant to provide any financial advice or recommendations.

STEP 1: Log into your Island \$avings Plan Account via the Plan's website at <u>empower.com/islandsavings</u>.

Outbland Overview - Reference - x +	*/dashboard/resrement-income <u>Overview</u> → Account → Budgeting → .	Investing ~ Planning ~ Learning Center	- 0 × A 公 G 田 伊 優 喝 … G Español U Log out
NET WORTH * \$0 \$1 \$0 Asses \$2 <th>RETREMENT FINANCES Budgeting () > () () () () () () () () () () () () () (</th> <th>Cash flow (*) * \$9 Prome dide month 88 \$9 Excense this month 88 \$9 Up 52, e3 or for may ser. \$10 Unlock your cash flow \$10 Debt paydown (*) * \$10 Unlock your cash flow \$10 Check paydown (*) * \$10 Check paydown (*) * \$10 Check your debt paydown plan \$10</th> <th>Professional account management is turned off Understanding your account Activate today Professional account Professional acc</th>	RETREMENT FINANCES Budgeting () > () () () () () () () () () () () () () (Cash flow (*) * \$9 Prome dide month 88 \$9 Excense this month 88 \$9 Up 52, e3 or for may ser. \$10 Unlock your cash flow \$10 Debt paydown (*) * \$10 Unlock your cash flow \$10 Check paydown (*) * \$10 Check paydown (*) * \$10 Check your debt paydown plan \$10	Professional account management is turned off Understanding your account Activate today Professional account Professional acc

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.



ISLAND SAVINGS PLAN	Overview 🗸	<u>Account</u> ∨	Budgeting ∨
Home / Account / My contributions			
ACCOUNT INFORMATION Account overview Balance Rate of return Transaction history Statements and documents Beneficiaries Manage bank accounts Upload documents PAYCHECK CONTRIBUTIONS	My Con Contribu \$0.00(\$2 \$ Standard con Standard gro	tributions tion 25.00 Pending) dard ntributions are dedu	cted from your payche fax and Roth.
INVESTMENTS My investments Investment help Investment lineup Brokerage	Contributions HGEA THP S	r s in the "Other" grou Settlement - Roth.	ıp include HGEA THP

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

My Contributions		
Contribution	Туре	Edit
\$0.00(<u>\$25.00 Pending</u>)	Roth	Edit
Standard Standard contributions are deducted from Standard group include Before Tax and I	m your paycheck. Contributions in the Roth.	Add / Edit
S Other Contributions in the "Other" group includ HGEA THP Settlement - Roth.	le HGEA THP Settlement - Before tax and	Add / Edit

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

 Selection 	t another contribution r	ate	ауспеск.	
MYOTUE				
\$2,	500			
The amour	t deducted from your paycheck	k each pay period.		
Dolla	r			
	\$2,500			
Peels				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 <u>Compare them</u> <u>Calculators</u> <u>Pl</u>	you like to make? an Rules
GHGEA THP Settlement - B	efore tax IGEA THP Settlement - Roth
\$2500.00 HGEA THP Settlen	nent - Before tax contribution
\$2500.00 HGEA THP Settlen	nent - Roth contribution
• Split your contribution	
My Contribution rate	My HGEA THP Settlement - Before tax contribution rate: \$ 1250
\$2500.00	My HGEA THP Settlement - Roth contribution rate: \$ 1250
Back	Continue

STEP 6: Select Confirm & Continue.

Contribution	Туре	Edit
\$0.00	Roth	Edit
\$1250.00	HGEA THP Settlement - Before tax	Edit
\$1250.00	HGEA THP Settlement - Roth	
clicking the "Confirm & Continu licated above.	e" button, you authorize payroll deductions as	Confirm & Continue
clicking the "Confirm & Continu licated above. Standard andard contributions are deduct andard group include Before Ta	e" button, you authorize payroll deductions as ed from your paycheck. Contributions in the x and Roth.	Confirm & Continue Add / Edit
clicking the "Confirm & Continu licated above. Standard andard contributions are deduct andard group include Before Ta	e" button, you authorize payroll deductions as ed from your paycheck. Contributions in the x and Roth.	Confirm & Continue Add / Edit

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

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 v your plan terms and your payroll cycle.	vill be processed as soon as administratively feasible, subject to
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.

Contribution	Туре	Edit
\$0.00(Roth	Edit
\$1250.00	HGEA THP Settlement - Before tax	Edit
\$1250.00	HGEA THP Settlement - Roth	