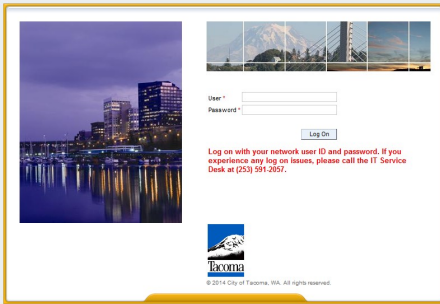
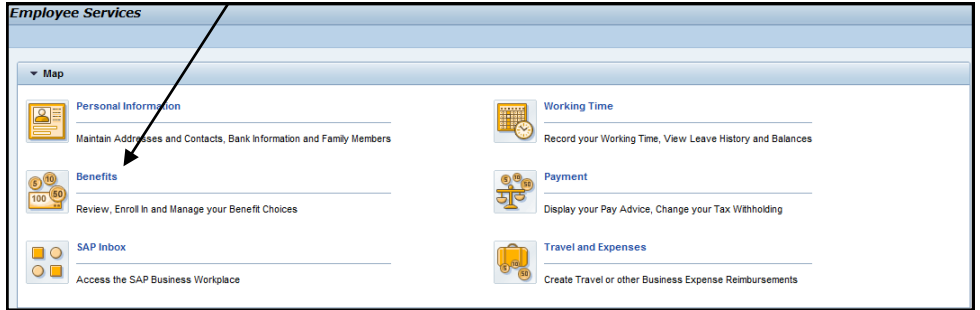


Deferred Compensation ESS Tutorial

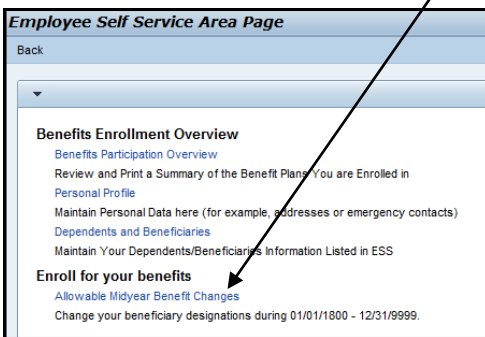
Step 1: Log in using City user ID and password



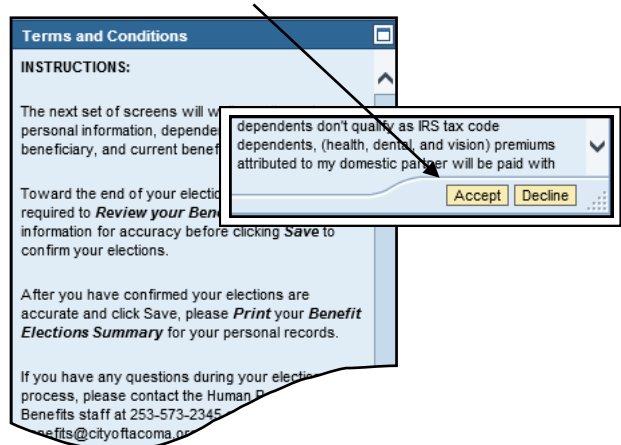
Step 2: Click on [Benefits](#)



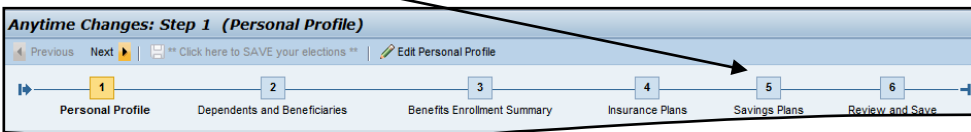
Step 3: Click on [Allowable Midyear Benefit changes](#)



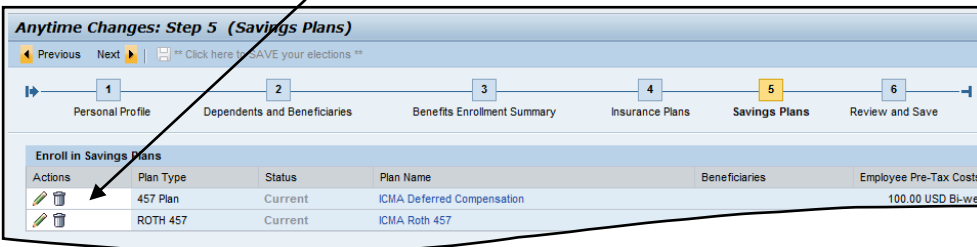
Step 4: Read and Accept Terms and Conditions



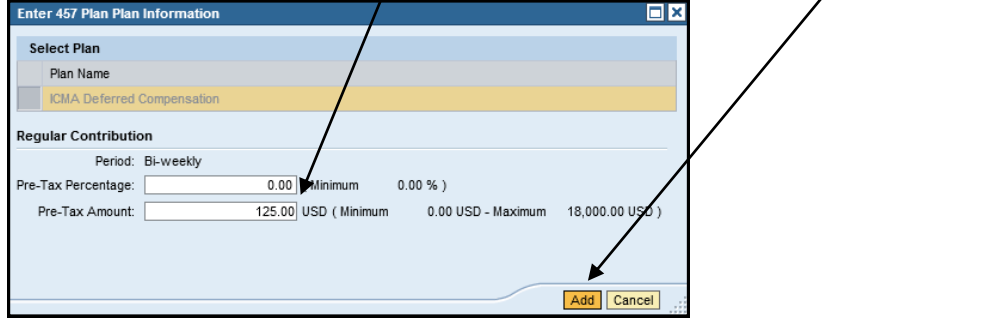
Step 5: Click on [Savings Plans](#)



Step 6: Click on the pencil of either [ICMA Deferred Compensation](#) or [ICMA Roth 457](#)



Step 7: Make the percentage or the dollar amount change, then click **Add** **Cancel**



Step 8: Review the change, then click on [Review and Save](#)

Anytime Changes: Step 5 (Savings Plans)

Previous Next ** Click here to SAVE your elections **

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Enrollment Summary 4 Insurance Plans 5 Savings Plans 6 Review and Save

Enroll in Savings Plans

Actions	Plan Type	Status	Plan Name	Beneficiaries	Employee Pre-Tax Costs
	457 Plan	New	ICMA Deferred Compensation		125.00 USD Bi-weekly
	ROTH 457	Current	ICMA Roth 457		

Step 9: If correct, click on [**Click here to SAVE your elections**](#)

Anytime Changes: Step 6 (Review and Save)

Previous Next ** Click here to SAVE your elections **

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Enrollment Summary 4 Insurance Plans 5 Savings Plans 6 Review and Save

Plans to be Changed

Plan Type	Status	Plan Name	Option	Credit Amount	Coverage	Dependents/Beneficiaries	Employee Pre-Tax Costs	Employee Post-Tax Costs
457 Plan	Current	ICMA Deferred Compensation					100.00 USD Bi-weekly	
	New	ICMA Deferred Compensation					125.00 USD Bi-weekly	

Step 10: Screen takes you back to Anytime Changes. Click on [Log off](#)

Log off

Anytime Changes

Data saved successfully

What do you want to do next?
[Print Benefit Elections Summary](#)
[Go to Enrollment](#)
[Go to Benefits Participation Overview](#)

Benefit Elections Summary

Plan Type	Status	Plan Name	Option	Credit Amount	Coverage	Dependents/Beneficiaries	Employee Pre-Tax Costs	Employee Post-Tax Costs
Wellness Incentv	Current	Wellness Incentive		20.00 USD Monthly				
Dental	Current	Washington Dental Active	Washington Dental City		Family			
Empl Asst Prog	Current	Employee Assistance Program	Employee Assistance Program		Family extended			
	Current	Regence PPO Active	Regence Prefer					

Step 11: Click on [Yes](#)

SAP NetWeaver Portal -- Webpage Dialog

https://eportal.cityoftacoma.org/irj/servlet/prt/portal/prt

Are you sure you want to log off?