

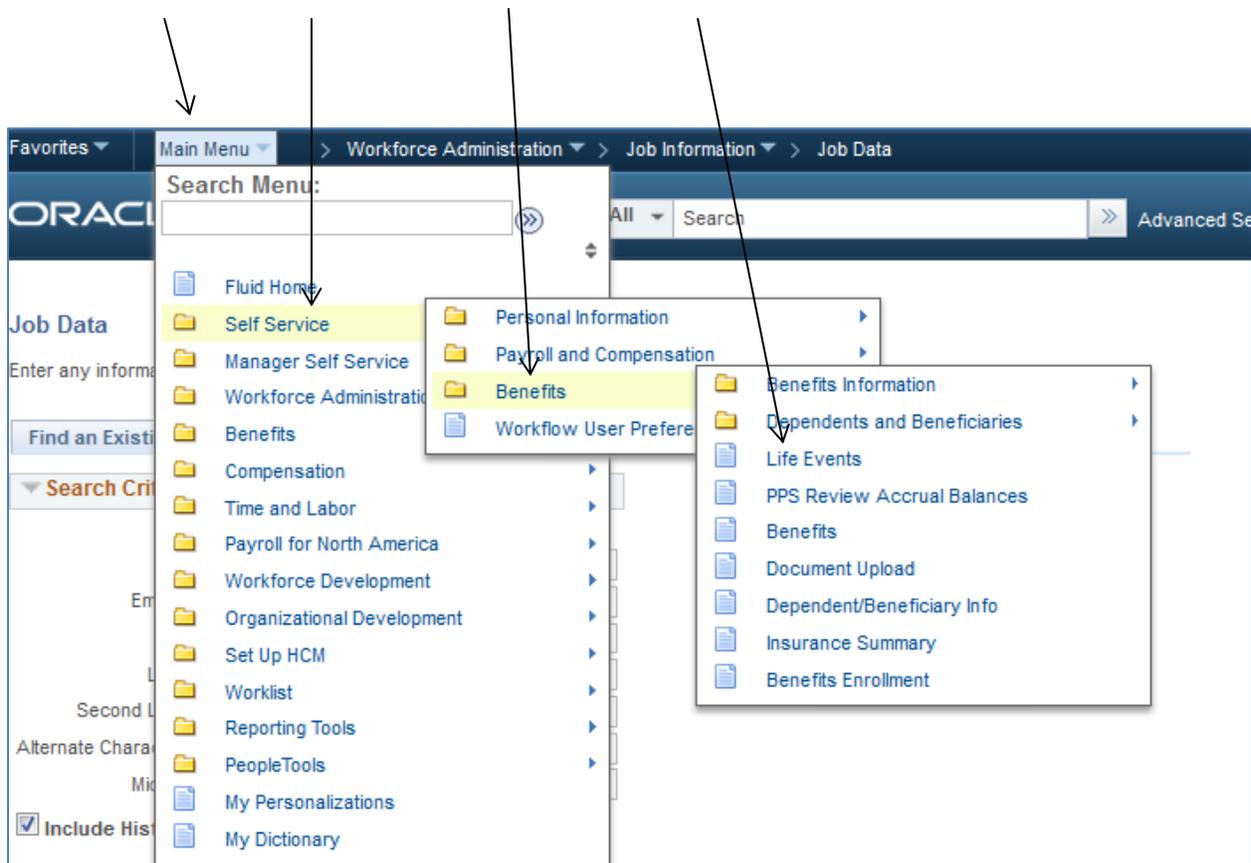
Instructions on how to start, stop or change your 403(b) contributions:

Before you get started, are you enrolling in a 403(b) plan for the first time through Portland Public Schools? If so, you must have an open account with a District-approved Vendor under a PPS Plan ID Number. For a list of District-Approved Vendors and their Plan ID Numbers, please visit the Carruth Compliance Consulting Vendor page at:

http://www.ncompliance.com/guest_employervendors.aspx?EmployerID=40

To complete your online enrollment, go to <https://selfservice.pps.net/>. Log in using your PPS username and password. Can't remember it? Contact PPS IT at (503) 916-3375 or itservicedesk@pps.net for help.

Main Menu > Self Service > Benefits > Life Events



Instructions on how to start, stop or change your 403(b) contributions:

Life Events

Select Your Event

Before you begin, please have the following documents handy. You will be required to scan and upload your documentation. You will also need to have your dependents' social security number.

Required documents:

"I got married" - Your marriage license (both sides) issued by the county.

"I had a baby" - The baby's birth certificate or hospital announcement and the baby's social security number.

"I adopted or gained legal custody/guardianship of a child" - court documents naming you as guardian.

"I got divorced/legally separated" - divorce decree or court document of legal separation.

Please note - if your Life Event occurred more than 31 days prior to today, you will not be able to make any changes. Please email benefits@pps.net

Employee

- I got married
- I had a baby
- I adopted or gained legal custody/guardianship of a child
- I got divorced/legally separated

Employee Contribution Changes

- I want to change my 403(b) Contribution
- I want to change my HSA Contribution(For Non-Rep & SEIU)

Instructions on how to start, stop or change your 403(b) contributions:

Change Status Date

Change Status Date

Enter the date of your event change, then select the OK button.
The event date cannot be in the future. The Life Event must be completed within 31 days of your qualifying event or you will not be eligible to change your Benefit Elections.

For 403(b) changes, please use today's date. However, if today's date is after the 15th of the month, and you want the deduction to go into effect as soon as feasible, you can use the 15th of the current month.

Status Change Date

*Date Change Will Take Effect

Click on Benefit Enrollment, then Start My Enrollment

eBenefits

Life Events

Legend

- * Welcome
- Benefit Summary
- Benefit Enrollment**
- Benefit Election Review
- Event Completion and Exit

403(b) Contribution Change

Benefit Enrollment

Now we're ready to prepare your 403(b) options, Your information will be analyzed to determine whether changes to your existing enrollments are allowed. Select the **Start My Enrollment** button to begin your benefit enrollment.

Then follow the instructions on each page to complete your 403(b) enrollment. Save your changes until you see the Submit button at the end. Select Submit. You will see a message that your enrollment has been successfully submitted to the Benefits Department for processing.