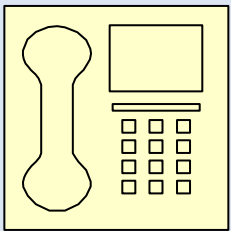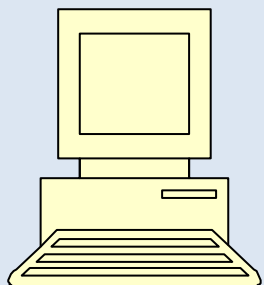# Manatt, Phelps & Phillips, LLP Employee Savings Plan

Changing 401(k) Contribution with Vanguard

Call Vanguard Participant Services at **1-800-523-1188**

or

Log on to their website at www.vanguard.com

1. Select "Retirement Plan Participants"

2. If already registered, enter user name and password; otherwise, Register for online access

3. Select "Employer Plans" then follow the prompts

To **register** for online access go to **www.vanguard.com** > Select "Retirement Plan Participants" > Select "Register for online access". The plan # is 091884.
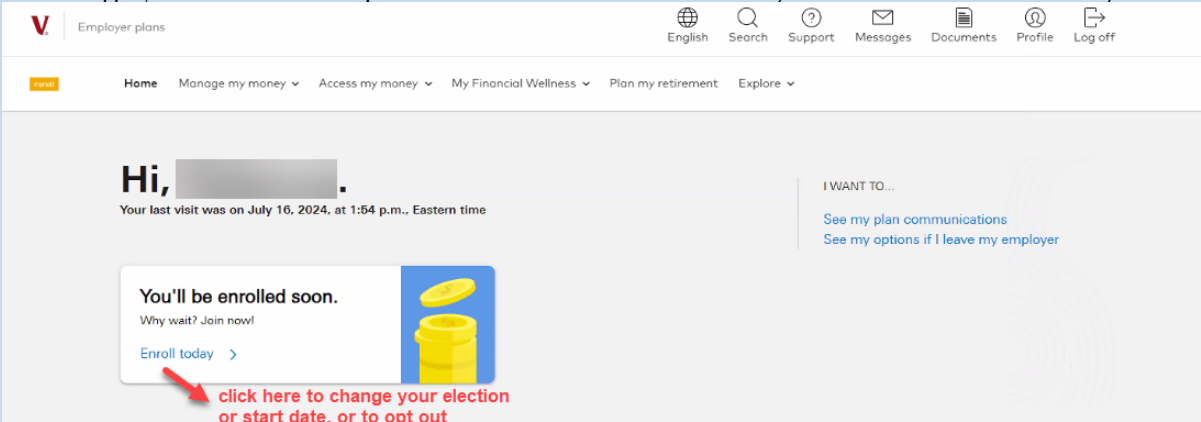
IMPORTANT NOTE! If you already have a Vanguard username from a prior employer's retirement plan or an individual IRA, you will instead log in to your account at Vanguard using your current username, select "Employer Plans" and navigate to the Manatt plan.
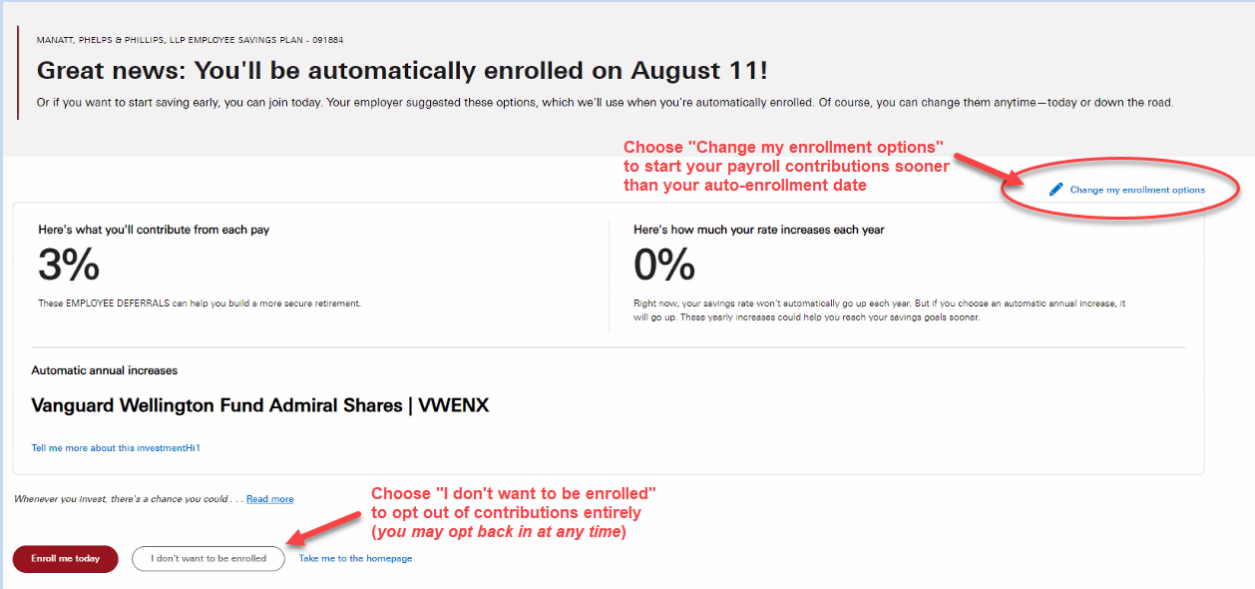
New hires: see page 2

All others, skip to page 3

NEW HIRES ONLY:

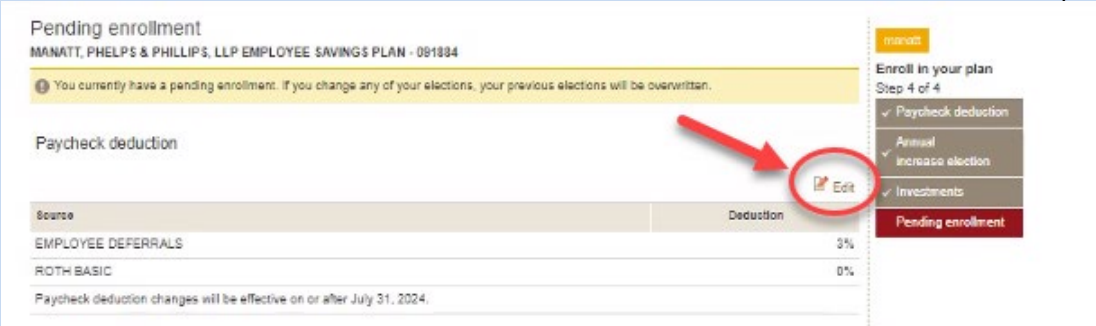1) To change your election or opt out of the 3% auto-enrollment, first click on **Enroll today**

V. Employer plans

English | Search | Support | Messages | Documents | Profile | Log off

Home | Manage my money ˅ | Access my money ˅ | My Financial Wellness ˅ | Plan my retirement | Explore ˅

Hi, ____ .
Your last visit was on July 16, 2024, at 1:54 p.m., Eastern time

I WANT TO...

See my plan communications
See my options if I leave my employer

You'll be enrolled soon.
Why wait? Join now!

Enroll today ›

click here to change your election or start date, or to opt out

2) Choose "**Change my enrollments**" or "**I don't want to be enrolled**" as applicable

MANATT, PHELPS & PHILLIPS, LLP EMPLOYEE SAVINGS PLAN - 091884

Great news: You'll be automatically enrolled on August 11!

Or if you want to start saving early, you can join today. Your employer suggested these options, which we'll use when you're automatically enrolled. Of course, you can change them anytime—today or down the road.

Choose "Change my enrollment options" to start your payroll contributions sooner than your auto-enrollment date

✎ Change my enrollment options

Here's what you'll contribute from each pay

3%

These EMPLOYEE DEFERRALS can help you build a more secure retirement.

Here's how much your rate increases each year

0%

Right now, your savings rate won't automatically go up each year. But if you choose an automatic annual increase, it will go up. These yearly increases could help you reach your savings goals sooner.

Automatic annual increases

Vanguard Wellington Fund Admiral Shares | VWENX

Tell me more about this investmentHi1

Whenever you invest, there's a chance you could . . . Read more

Choose "I don't want to be enrolled" to opt out of contributions entirely (you may opt back in at any time)

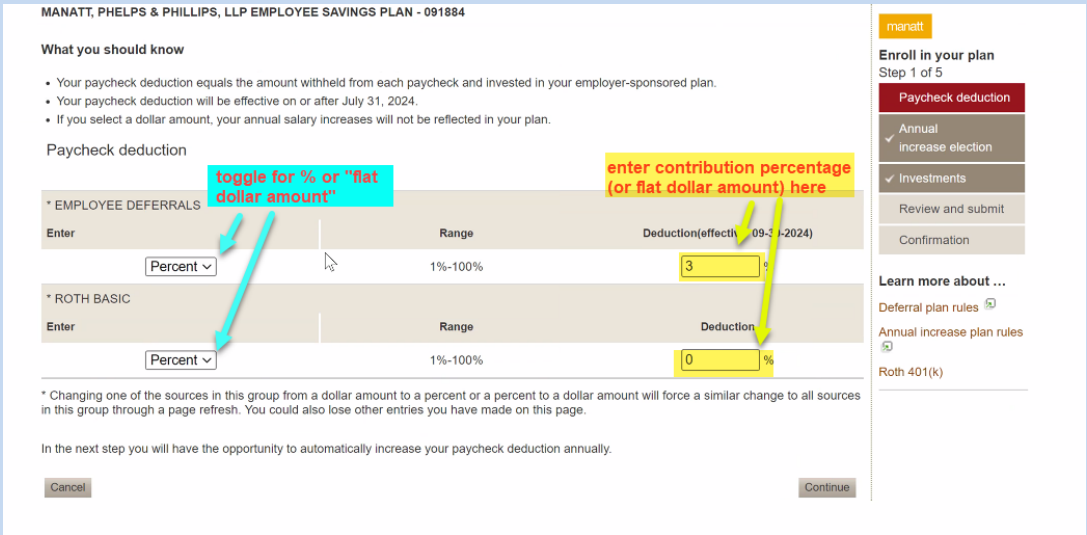Enroll me today | I don't want to be enrolled | Take me to the homepage

3) If you chose **Change my enrollments**, you will be shown your pending future-dated 3% auto-enrollment. Choose "**Edit**" to make a new election that will be effective on the next payroll cycle

Pending enrollment
MANATT, PHELPS & PHILLIPS, LLP EMPLOYEE SAVINGS PLAN - 091884

ⓘ You currently have a pending enrollment. If you change any of your elections, your previous elections will be overwritten.

Paycheck deduction

manatt

Enroll in your plan
Step 4 of 4

✓ Paycheck deduction
✓ Annual increase election
✓ Investments

Pending enrollment

Source	Deduction
EMPLOYEE DEFERRALS	3%
ROTH BASIC	0%

✎ Edit

Paycheck deduction changes will be effective on or after July 31, 2024.

4) a) Change the "**Percent**"/"**Dollar**" drop down menu if desired. Percentage elections deduct from all eligible pay (including bonuses, etc.), whereas Dollar elections are a flat amount deducted *only* from your two regular semimonthly payrolls.

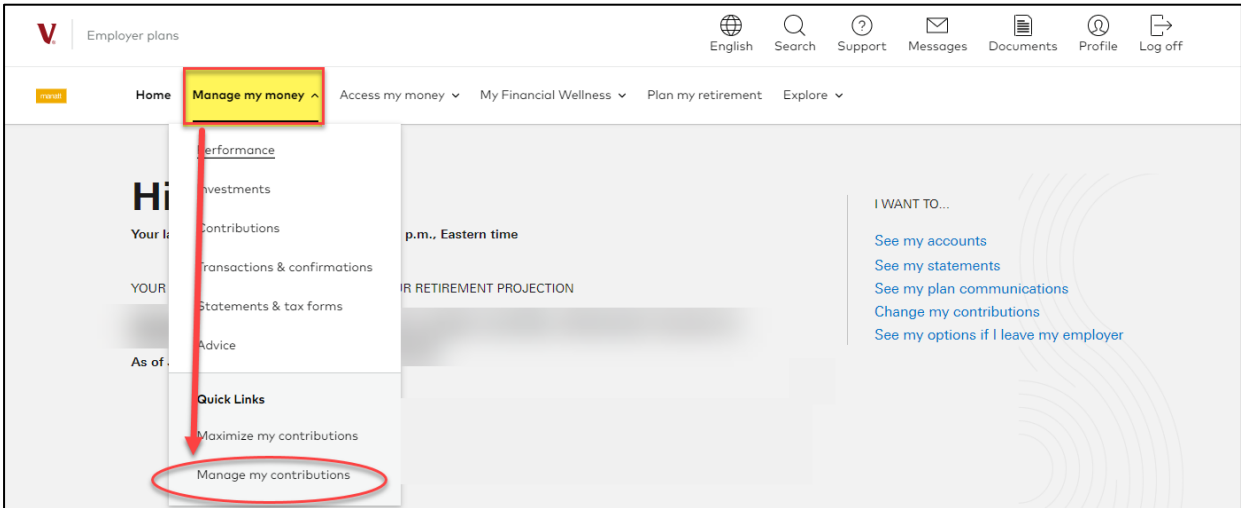b) Then, type in your contribution amount in the **Deduction** field.

MANATT, PHELPS & PHILLIPS, LLP EMPLOYEE SAVINGS PLAN - 091884

What you should know

- Your paycheck deduction equals the amount withheld from each paycheck and invested in your employer-sponsored plan.
- Your paycheck deduction will be effective on or after July 31, 2024.
- If you select a dollar amount, your annual salary increases will not be reflected in your plan.

Paycheck deduction

toggle for % or "flat dollar amount"

enter contribution percentage (or flat dollar amount) here

manatt

Enroll in your plan
Step 1 of 5

Paycheck deduction

Annual increase election
✓ Investments
Review and submit
Confirmation

Learn more about ...

Deferral plan rules 🔗
Annual increase plan rules 🔗
Roth 401(k)

* EMPLOYEE DEFERRALS			
Enter	Range	Deduction(effective 09-31-2024)	
Percent ˅	1%-100%	3	%

* ROTH BASIC			
Enter	Range	Deduction	
Percent ˅	1%-100%	0	%

* Changing one of the sources in this group from a dollar amount to a percent or a percent to a dollar amount will force a similar change to all sources in this group through a page refresh. You could also lose other entries you have made on this page.

In the next step you will have the opportunity to automatically increase your paycheck deduction annually.

Cancel | Continue

- **Employee Deferrals** are pretax 401(k) contributions
- **Roth Basic deferrals** are post-tax Roth 401(k) contributions

Step 1

Once you log on to the Vanguard site, From the "**Manage my money**" menu, choose "**Manage my contributions**"

Step 2

Consider if you would like to change your **pre-tax 401(k)** contributions ("Employee Deferrals"), or **after-tax Roth 401(k)** contributions ("Roth Basic"), or **both:**

Step 3

Toggle the "**% | $**" tab to indicate whether you would like to contribute a "percentage" or a "flat dollar amount". Percentage elections deduct from *all eligible pay* (including bonuses, etc.), whereas Dollar elections deduct *only* from your two regular semimonthly payrolls.

Step 4

Enter the amount you wish to contribute into the applicable box (or boxes) and then click **Continue**

Your current paycheck contributions

Each year, you can save up to the IRS limit for pre-tax and Roth contributions or your plan's limit, whichever is less. If you reach the limit before the end of the year, you may be able to save more if your plan allows traditional after-tax contributions.

Contribution type (range)	Current contribution	New contribution	
			enter contribution percentage (or flat dollar amount) here
Employee Deferrals* (1% - 100%)	$0.00	% $	0 %
Roth Basic* (1% - 100%)	$0.00	% $	0 %

*You must enter your contribution amounts in all dollars or all percentages. When you change one, the other fields will automatically update, and you may lose what you've entered.

Continue   Cancel

Step 5

Decide whether or not to opt in to "automatic increases," in which Vanguard will increase your election every year by the amount you indicate

Save a little more each year—automatically

MANATT, PHELPS & PHILLIPS, LLP EMPLOYEE SAVINGS PLAN - 091884

Increasing your contribution rate each year—even by just a little bit—can really add up over time. We can do it for you with automatic annual increases. View my plan rules for automatic annual increases

What can automatic increases do for me?

Do you want your contribution rate to increase annually?

◯ Yes   ⦿ No

Continue   Cancel

Step 6 & 7

Review and **Edit** if needed. Note the date your change takes effect. Click "**Submit my changes**" if everything matches your intentions.

Everything look good?

MANATT, PHELPS & PHILLIPS, LLP EMPLOYEE SAVINGS PLAN - 091884

Before you submit, make sure these are the changes you want to make.

Your current paycheck contributions   ✏ Edit

Effective 07/31/2024 ◄——— this indicates the pay period that your change will take effect

Contribution type	Current contribution	New contribution
Employee Deferrals	$687.00	$688.00
Roth Basic	$0.00	$0.00

Your annual increase   ✏ Edit

⚠ You've declined the annual increase option, which means your contributions won't automatically increase each year. If you'd like to change this selection, use the **Edit** link.

ℹ We'll send an email confirming these changes to

Submit my changes   Cancel

You may follow the above steps to make changes to your 401(k) election <u>at any time</u> during the calendar year. Please note, Vanguard's cutoff for changes for the "next payroll cycle" is *approximately* 8-11 days prior to payday.

Don't forget to designate your beneficiary if you have not already done so!

Vanguard

☰ MENU

Beneficiary information
MANATT, PHELPS & PHILLIPS, LLP EMPLOYEE SAVINGS PLAN - 091884
Beneficiary plan rules

manatt

About beneficiaries ...
Beneficiary basics
Learn more about beneficiaries

Edit Beneficiary Information

ⓘ You haven't designated beneficiaries for this plan with Vanguard.
The information listed here reflects the information currently on file with Vanguard. If you have a Vanguard retirement plan beneficiary designation on file with your employer that designation may still be valid. It is strongly encouraged that you update your beneficiary with Vanguard. If you have not designated beneficiaries for this plan, payment will be made in accordance with the terms of the plan upon your death. Designate a beneficiary now »