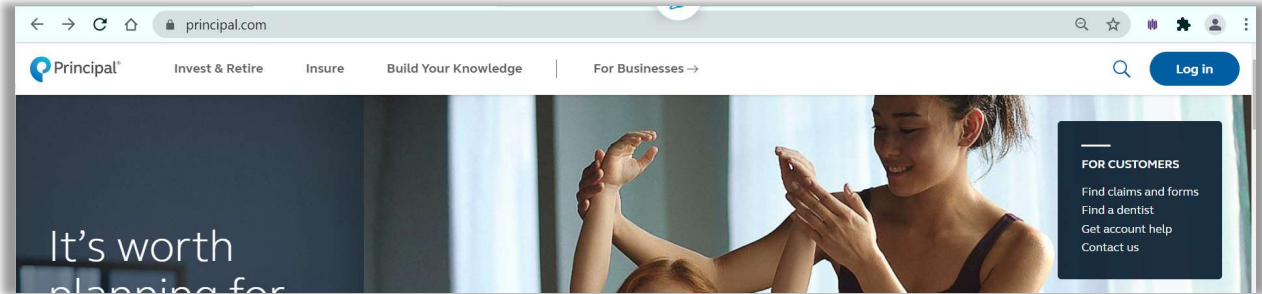# 401K OPT OUT GUIDE

STEP 1: Go to www.principal.com and click **Log In** on the top right hand side of the screen.

STEP 2: Enter your login credentials and click **login**.

NOTE: *If you do not have an account, you will need to create one by selecting* ***Create Account*** *at the bottom of the screen.*

STEP 3: Once logged in, scroll down to your **Contribution Total** section, and click **Edit**

STEP 4: On the following screen, ensure both contributions are set to **$0.00** and click **Next** at the bottom of the screen.

Pre-tax contribution amount

This contribution is made before taxes are deducted from your paycheck.

Are you familiar with these options?

$ 0.00

Roth (after-tax) contribution amount

This contribution is made after taxes have been taken from your paycheck, so you're essentially paying taxes now so that you can withdraw your money tax-free in retirement, if certain requirements are met.

$ 0.00

STEP 5: Ensure all contributions on the following screen are set to **$0.00** and click **Love It-What's Next?**

Set an annual increase

An annual increase helps you ease your way into building a savings plan and progress toward the retirement you want.

Pre-tax annual increase

Increase my contribution by

Every year, your contribution will automatically increase by this amount.

$ 0.00

Until my contribution rate is

Your contribution will stay steady once it reaches this amount. Studies say you may need to save 10% plus other contributions. ⓘ

$ 0.00

STEP 6: Review to confirm all your contributions are listed at **$0.00** and click **Submit**.

Your contributions are all set up!

Review the information below. And if you have no changes, let's move on.

Pre-tax Contribution Per paycheck	$0.00	Change
Roth (after-tax) Contribution Per paycheck	$0.00	Change
Pre-tax Annual Increase	Not Elected	Change
Roth (after-tax) Annual Increase	Not Elected	Change