

To change or start your 401(k) paycheck contributions:

1. **Call** Empower Retirement Services at 1-800-338-4015, press 0 to speak with a representative and request to change your paycheck contribution percentage. **OR**
 2. **Logon** to the Empower Retirement Services website*, www.empower-retirement.com/participant
 - a) Click **My Account**
 - b) Click **Paycheck Contribution**, to see your current contribution percentage. It will display your **Before Tax** and your **Roth (After Tax)** contributions separately
 - c) To make a change, click **Change Paycheck Contributions**
 - d) To change all paycheck contributions going forward, select **Ongoing**, or to setup an automatic increase every year, select **Scheduled increase**, then click **Continue**.
 - e) Select whether you want to change your contribution to **Before Tax, Roth(after tax)**, or both.
 - f) Enter the new contribution percentage and click **Continue**.
 - g) Verify the percentage(s) and click **Submit**.

*When logging into the Empower website, if you do not know your Username or PIN, or if you have not registered, call 1-800-338-4015. **PCL Construction Plan Number (for salaried employees): 934512-01**

If you need assistance regarding the 401(k) plan, you can contact Kory Woolley at kwoolley@pcl.com or (303) 365-6584.