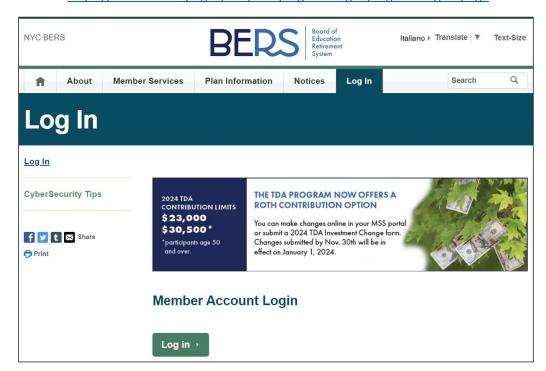


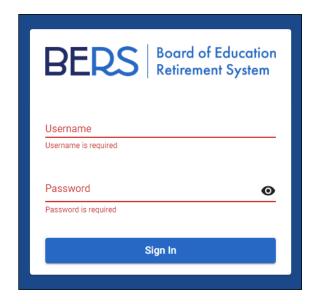


## HOW TO UPDATE YOUR TDA CONTRIBUTION RATE

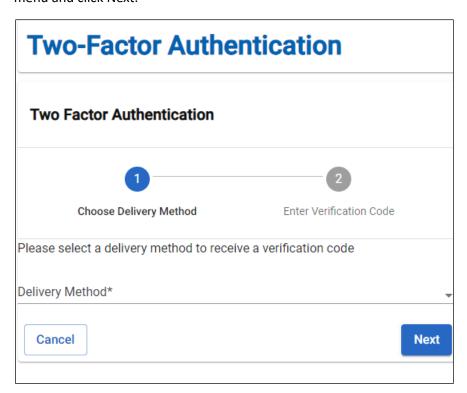
**Step 1**: Navigate to the login page on the BERS website:https://www.bers.nyc.gov/site/bers/register-log-in/register-log-in.page



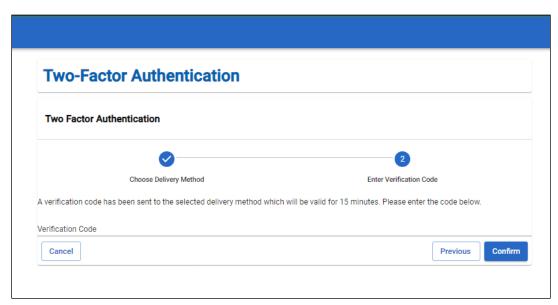
**Step 2**: Click the login button. You will be redirected to the Sign In page. Enter your username and password and click the Sign in button. *Important Note: If you do not remember your username or password, please send an email to <u>brespon@bers.nyc.gov</u>.* 



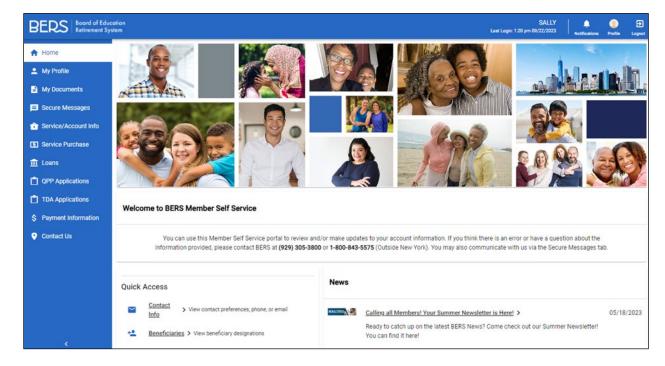
**Step 3**: To receive your Two Factor Authentication code, select one of the options in the drop-down menu and click Next.



**Step 4**: Enter the verification code and click confirm. Once you have successfully logged in you will see the Home page.



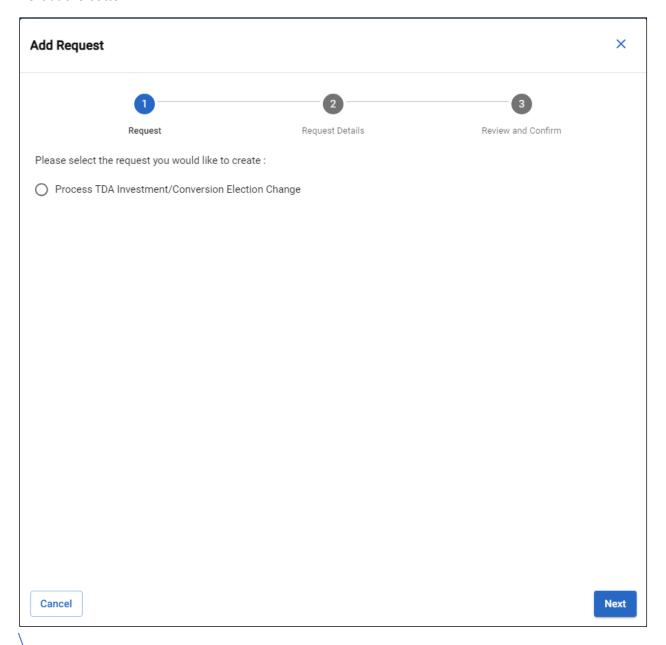
**Step 5:** On the left side click the TDA Applications button.



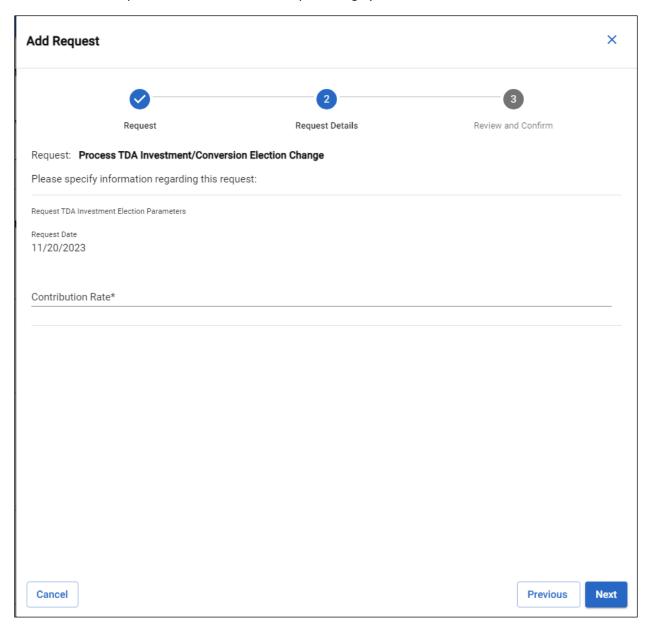
## **Step 6:** Then click the Add/Update TDA Election link in the upper right corner.



**Step 7:** Click in the circle to the left of Process TDA Investment/Conversion Election Change. Then click Next at the bottom.



**Step 8**: Enter the contribution rate you would like to have deducted from your payroll check. Then click the next button. *Important Note: The maximum percentage you can enter is 85%.* 



**Step 9:** Review the Contribution percentage to make sure it is what you would like to have deducted. If you need to make an edit click the Previous button. If the details are correct, click the Confirm button to finalize the update. The new contribution rate will be reflected in the TDA Investment Election Request widget.

