



Getting Started Automatic Enrollment

Saving for retirement doesn't have to be complicated.

Your plan may include features designed to help you get started, without having to figure everything out on your own.

What is Automatic Enrollment?

Automatic enrollment means that if you're eligible for your retirement plan and don't sign up on your own, you will be enrolled automatically at a contribution rate set by your employer. Automatic enrollment may help you get started on your retirement savings as soon as you're eligible, giving you the opportunity to review your plan and make changes when you have the time.

Before enrollment begins, you'll receive a communication from BPAS and your employer detailing all of the specifics, including the default contribution rate and when the automatic enrollment will begin for you.

How is my account invested?

If you don't choose your own investments, your contributions will be invested into a default investment, typically a target-date fund based on your expected retirement year. You can change your investment at any point in time.

What if I don't want to contribute to my Workplace Retirement Plan?

Log into your account at u.bpas.com and select My Account, then Contributions. Indicate a contribution rate of 0% and submit your change.

What if I want to contribute a different amount than the preset contribution?

If you'd like to contribute more or less than the preset contribution, log in to your account at u.bpas.com and select My Account, then Contributions. Indicate the amount that you would like to contribute and submit your changes.

What is Automatic Escalation?

If your plan utilizes automatic escalation, your contribution amount increases gradually, usually once a year, until it reaches a set maximum rate defined by your plan. Automatic escalation helps you save more over time. Your plan documents will indicate the specifics, and you can make changes at any time.

Take a Moment to Get Set Up

Once enrolled, be sure to:

- Set up your online account
- Review your contribution rate
- Confirm your contact information
- Designate your beneficiaries