



How to Change Your 401(k) Contributions:

1. Log in to the Fidelity NetBenefits Portal:

- Visit Fidelity NetBenefits.: [Log In to Fidelity NetBenefits](#)
- Enter your username and password to access your account. (if you haven't created an account yet, please click on "Register")

2. Navigate to Your 401(k) Plan:

- Once logged in, select the [KODIAK GAS SERVICES](#) 401(k):5981W plan from the dashboard.
- Click on the 3 dots on the right side of the plan.

Your accounts and benefits

[Name and hide accounts](#)

Retirement savings

[KODIAK GAS SERVICES](#)

401(k):5981W



- Summary
- Transaction History
- Statements
- Contribution Amount**
- Investment Performance and Research
- Change Investments
- Loans or Withdrawals
- Rollovers
- Bank/Tax Information

3. Update Contribution Amount:

- Click on the "[Contribution Amount](#)" option
- Under Manage Your Contributions Amount Select "[Contribution Amount](#)".
- Then select the second option Change Contributions by clicking "[Begin change contributions](#)"



- Enter the desired percentage of your salary that you would like to contribute.
- Click “Change Contribution Amount”

Contribution Amount	
PRE-TAX	
Current Election	3 %
Desired Election	<input type="text" value="3"/> %
(0% to 100% in increments of 1%)	
ROTH	
Current Election	0 %
Desired Election	<input type="text" value="0"/> %
(0% to 100% in increments of 1%)	
Contribution Amount Total	
Current Election	3 %
Desired Election	3 %
(0% to 100%)	

Your changes will generally take effect in 1 to 2 pay periods depending upon when your employer makes your requested payroll change.

[Change Contribution Amount](#)

4. Review and Submit:

- Review your changes to ensure everything is correct.
- Submit your changes, and you should receive confirmation of your updated contribution.

Review and Submit Contribution Amount

Your changes appear below. To complete your transaction, click Submit. To change your contribution amount, click Previous.

Your Contribution Amount per Pay Period		
Contributions	Current	Desired
Contribution Amount		
PRE-TAX	3%	3%
ROTH	0%	0%
Contribution Amount Total	3%	3%

When you click Submit, a confirmation page will be displayed, which you may print and save for your records.

[Previous](#) [Submit](#)