

# How to Change Your 401(k) Contributions:

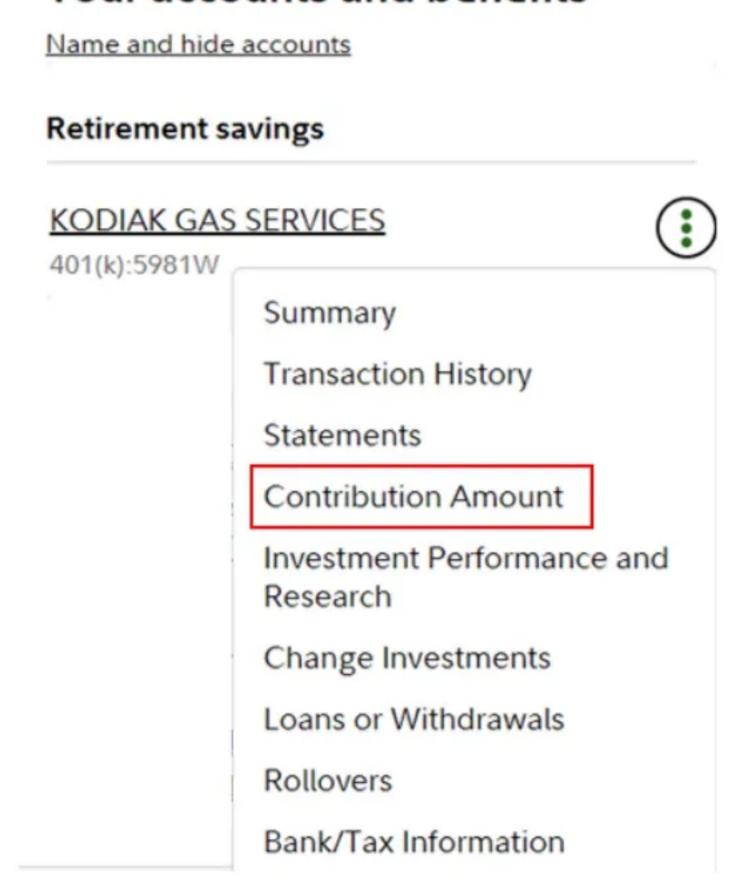
### Log in to the Fidelity NetBenefits Portal:

- Visit Fidelity NetBenefits.: <u>Log In to Fidelity NetBenefits</u>
- 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 <u>KODIAK GAS SERVICES</u> 401(k):5981W plan from the dashboard.
- Click on the 3 dots on the right side of the plan.

#### Your accounts and benefits

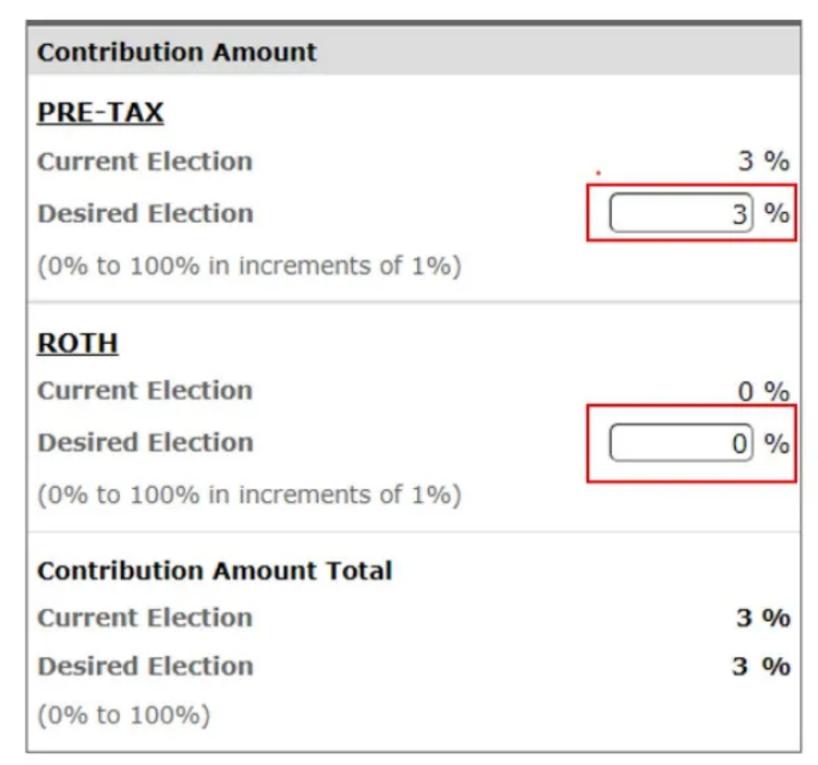


#### 3. Update Contribution Amount:

- Click on the "<u>Contribution Amount</u>" option
- Under Manage Your Contributions Amount Select "Contribution Amount".
- Then select the second option Change Contributions by clicking "<u>Begin change</u> contributions"



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



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



#### 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.



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

