

# Contoso — 401(k) Guide

Training document for onboarding agent demos.

## How it works

- You choose a contribution percentage per paycheck (traditional and/or Roth).
- Investments are held in your individual account.
- You can change contributions at any time through the retirement provider portal.

## Company match (example)

- Contoso matches 100% of the first 3% you contribute.
- Contoso matches 50% of the next 2% you contribute.
- Maximum match is 4% of eligible pay.

## Vesting (example)

- Your contributions are always 100% vested.
- Company match vests over time (for example: 25% per year).

## Choosing investments

- Target-date funds are a simple default option.
- Diversification reduces risk. Avoid concentrating all funds in one asset class.
- If you're unsure, consider the default target-date fund closest to your retirement year.

## Beneficiaries

- Set your beneficiary as soon as possible, and update after major life events.