T Rowe

How to set up your account

1. Go to [www.rps.troweprice.com](http://www.rps.troweprice.com) Visiting for the first time? Choose Enable Online Access and follow the prompts to create a username and password. There will be a number of security questions. If you have any problems with the log-in process, contact T Rowe price at (800) 354-2351
2. If you are new to the plan and have not been contributing, an Enrollment Module will load. There are several tabs to step through. Start by clicking “Start Enrolling”

**How to change your contributions**

1. Log on to your T Rowe Account
2. Click- Take Action.
3. Visit action center.
4. I want to… Change contributions.
5. Change Contributions
6. Now elect either Pre-Tax or ROTH, enter a percentage
7. Continue
8. Submit Changes

**How to add or change a beneficiary**

1. Log on to your T Rowe Account
2. Click-Take Action
3. Visit Action Center
4. Change my profile.
5. Click- Beneficiaries Tab
6. Martial Status- Make a selection and confirm or update.
7. Scroll down and click add/update primary and contingent beneficiaries.
8. Submit Change

**How to select or change investments**

1. Log into T Rowe
2. Click- Take Action
3. Visit Action Center
4. I Want to… Change investments.
5. Click- change investments.
6. Follow the steps.