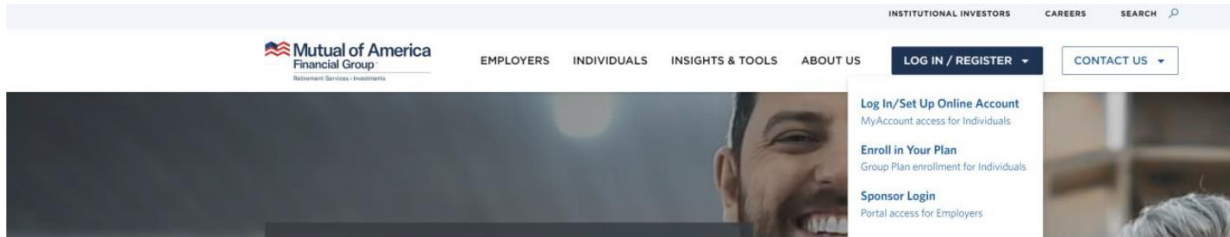


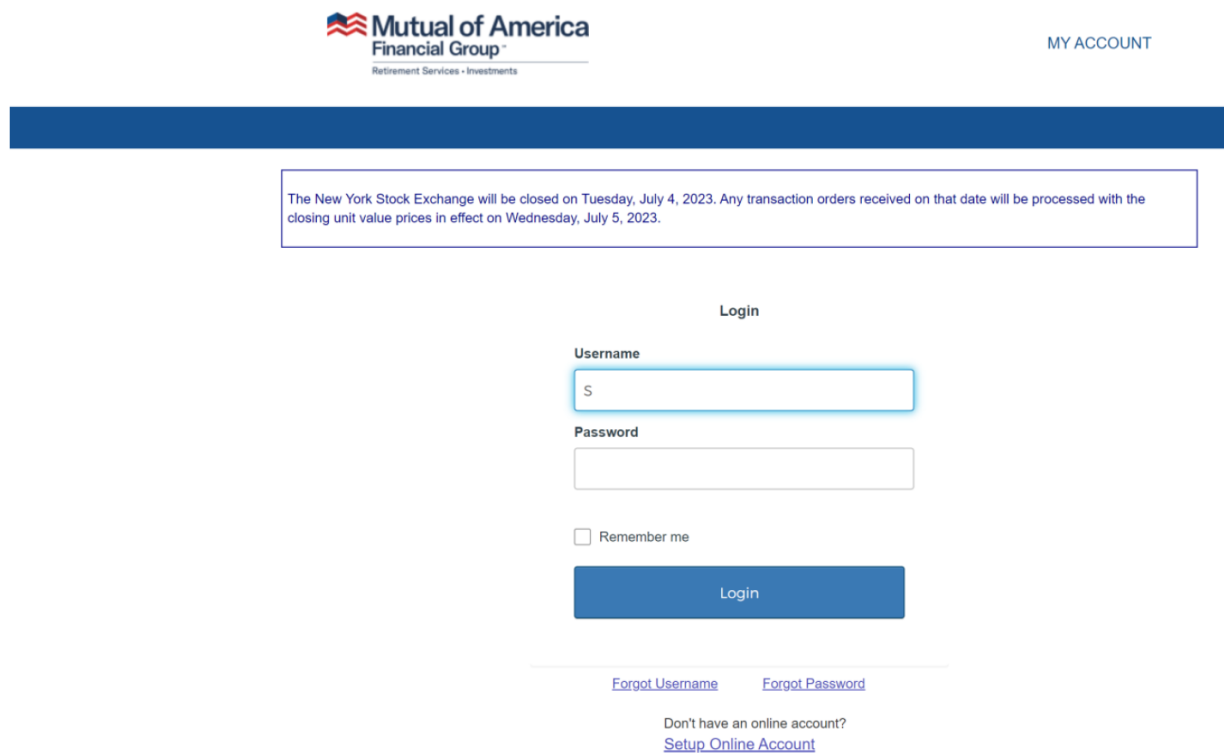
Step 1: Go to [www.mutualofamerica.com](http://www.mutualofamerica.com)



Step 2: Select “*Login/Register*” and then click on “*Log In/Set Up Online Account.*”



Step 3: If you know that you have already established an online Mutual of America account, then enter your Username and Password here. If you know that you have not set up an online account yet, then click “*Set Up Online Account*” and go through the process of setting it up. If you have an online account but forgot your Username and Password then, first click “*Forgot Username*” to establish a new Username. Then, if you forgot your password, click “*Forgot Password*” to establish a new password.



Step 4: Once you have established a Username and Password, then login to your account.

Step 5: Once you have logged in to your account, the dashboard screen which looks like below will appear. To change or elect your contributions, you will click “*Manage My Contributions.*”

- Change My Contributions
- Loans, Withdrawals and Rollovers
- Loans
- Withdrawals and Rollovers
- Transactions
- Pending Transactions
- Previous Transactions
- eDocuments
- Documents
- Forms
- Quarterly Statements
- Investment Funds
- Prospectuses and Other Important Documents
- My Profile
- View Profile Info
- View Beneficiaries
- Log Out

TOTAL BALANCE

[View Details](#)

VESTED BALANCE

[View Details](#)

**Contributions**

Traditional: [Start Contributing](#) | Roth: [Start Contributing](#)

Per Pay Period

You may make Traditional, Roth, or After-Tax Contributions to this plan, as indicated in this section. To begin, select either Start Contrib Contributions.

Manage My Contributions

Summary

Source	Most Recent	YTD
Employee	\$133.00 05/15/2023	\$2,793.00
Employer	\$33.25 05/15/2023	\$662.75

Step 6: Then elect your contribution percentage amount by inputting them into the appropriate box and then click “Continue.”

**Change My Contributions**

You can change the contributions you make each pay period to the plan by entering a Future Contribution dollar amount or percentage amount below. Your election will take effect with the first pay period after it has been processed by Mutual of America and your employer (pursuant to your employer’s policies and procedures, as appropriate). You may stop or change your election for future pay periods by giving your employer written notice, which will be given effect as soon as administratively practicable.

You are permitted to contribute between 0% and 100% of your salary received from your employer.

- Your employer matches 25% of the first 6% of your contribution elections.

Source	Current Contribution	Future Contribution
Employee Roth	0%	<input type="text"/> %
Employee Pre-Tax	0%	<input type="text"/> %
<b>Total</b>	<b>0%</b>	

Step 7: Verify your contribution elections and then click “Confirm” to complete the transaction. Make sure you receive a confirmation number. If you did not receive a confirmation number, it means that the transaction did not go through.

**Change My Contributions Verification**

The following information verifies the selection you made. Review this carefully, especially with respect to the Future Contribution. If you wish to make additional changes, select Cancel, and you will be required to begin the Change My Contributions process over. If you select Back, you will be directed to the previous screen, where you can re-enter your selections.

Source	Current Contribution	Future Contribution
Employee Roth	0%	1%
Employee Pre-Tax	0%	0%
<b>Total</b>	<b>1%</b>	