Adobe 401(k) Retirement Savings Plan   **Vanguard**
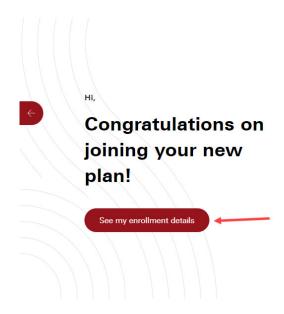
Steps for starting your 401(k) paycheck deduction <mark>BEFORE</mark> automatic enrollment begins

Step 1 -   Log in by visiting **ownyourfuture.vanguard.com** and selecting **Not registered for online access? Let's go**

Step 2 -   Follow the steps to register by verifying your identity, creating a username and password, and setting up your security features.

Step 3 -   After registering, if "Congratulations on joining your new plan!" is presented, you may modify your pending automatic enrollment – click on, "See my enrollment details"

Hi,

Congratulations on joining your new plan!

See my enrollment details

Step 4 - to **MODIFY** your Pending Enrollment, you must select "**Edit**" for each of the three categories below. Make your selections and review each election, then select "**continue**"
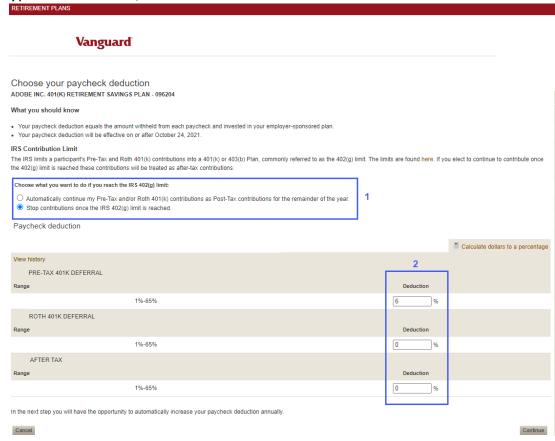
- Choose your **paycheck deduction**
  - Choose what you want to do, if you reach the IRS 402g limit *($20,500 effective 2022)*
  - Choose your paycheck deduction (pre-tax, Roth, after-tax)
  - Choose your paycheck deduction percent

- Choose your **automatic increase** paycheck deduction elections

- Choose your **investment allocation** by source

Step 5 - Once your modifications are complete, select "Review & Submit". Review your elections carefully and **SUBMIT**. You will receive a confirmation. **YOUR ENROLLMENT IS NOT COMPLETE WITHOUT A CONFIRMATION NUMBER**.

*NOTE: for assistance, see the **examples** that follow or contact **Vanguard** Participant Services at 800-523-1188*
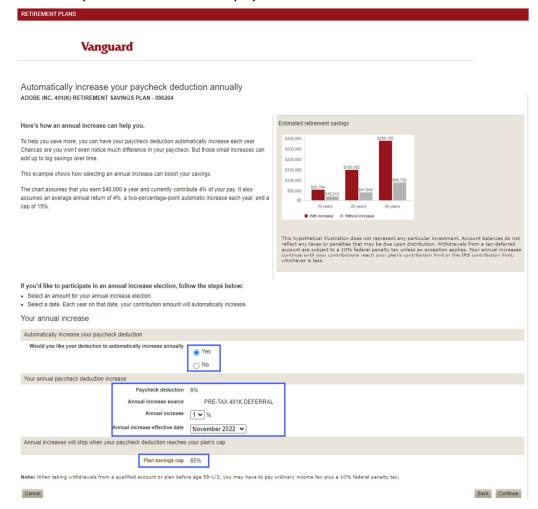
Action 1   - Indicate whether your goal is to contribute to the annual limit (402g) for Pre-tax and/or Roth, or if automatic conversion to post-tax contributions is preferred.
- Enter your payroll deferral percent for Pre-tax, Roth, and/or After-tax. **BOXES CANNOT BE LEFT BLANK**. If a deduction type is not desired, enter "0".

Action 2 - Make or confirm your annual increase paycheck deduction elections

Action 3 - Make or confirm your investment allocations *(default is Target Retirement Funds)*

Allocation for all sources

Enter the percentage for the funds you choose. | Make choices separately by source »

Target Retirement Funds

Show Mix

Cancel   Back   Continue

Action 4 - Once your modifications are complete, select "Review & Submit". Review your elections carefully and **SUBMIT**. You will receive a confirmation. **YOUR ENROLLMENT IS NOT COMPLETE WITHOUT A CONFIRMATION NUMBER**.