Welcome to the next generation of nonqualified plan enrollment. Information you need to conveniently manage both your qualified plan (e.g., 401(k)) and your nonqualified plan accounts is available through one easy-to-navigate portal.

As allowed by your plan, you can access the portal to:

- Make your enrollment elections
- Review plan information and prior elections
- Initiate transactions such as investment allocation changes

Our enrollment process provides you with step-by-step instructions for completing the annual enrollment online and allows you to change your elections at any time during the enrollment window. Generally, enrollment elections must be made before the start of each plan year or when you initially become eligible to participate. In some plans, an additional enrollment window may be opened to make bonus elections.

Get started with your online enrollment today! Go to rps.troweprice.com and follow the steps in this guide.
Section 1
ACCESSING YOUR ACCOUNT

LOGIN SCREEN
rps.troweprice.com

If you’ve previously established online account access, enter your user name and password to log in to your qualified and nonqualified plan accounts.

If you’ve not yet established online account access, click “Register” to create a user name and password.

Watch for important messages and information on the login screen.

MAIN DASHBOARD

Your main dashboard will provide an overview of your accounts.

Your total balance and change from the previous trading day will be displayed.

Navigate to your nonqualified plan account by clicking “View Details.”

Screenshots provided in this guide are for illustrative purposes only. The options available to you will be specific to the provisions of your plan.
ACCOUNT DASHBOARD

Here you’ll find a quick snapshot of your nonqualified plan account—your balance, investments, and history.

You will receive detailed messages whenever an enrollment window for your plan is open. If your plan has more than one open window, you must make separate elections for each.

The messages will appear throughout the open enrollment window. You may review or revise your elections until the enrollment window closes.

Review the plan’s features to help you prepare for the choices that will be presented to you.

Select “Click to Enroll” and you will be guided through the process.

Your important decisions are ahead—enrolling and electing how your deferrals will be allocated.

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Section 2
ENROLLING IN YOUR PLAN

STEP 1: ENROLLMENT HOME

The progress bar shows you how many steps you have completed.

If you do not wish to make enrollment elections for the upcoming year, you may decline enrollment.

Access your account information and transaction features at any time by selecting “Home.”

STEP 2: DEFERRAL ELECTIONS

Here is where you decide the compensation amount/percentage you want to defer. You will be able to review your elections before moving on.

If your plan allows you to make separate elections for each compensation type, such as base salary and bonus, those options will be displayed.

The maximum deferral permitted by your plan will be indicated.

Each time you enter or update an election, you must click “Submit” before moving on.

Current-year elections will be displayed. (They may not be available during your first online enrollment.)

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STEP 3: ACCOUNT ALLOCATIONS

Based on the options available in your plan, your compensation types may be allocated among different accounts. Accounts function similar to the sources of contributions within your qualified plan (e.g., salary deferral, employer match, profit sharing).

Typically, each compensation type is allocated 100% to a single account.

Some plans allow you to allocate compensation types to separate accounts that are consistent with your financial goals (e.g., education savings, retirement savings). You may make separate distribution elections for each account.

STEP 4: INVESTMENT ALLOCATIONS

Plan permitting, you may choose how your future deferrals will be allocated among investment options.

Each of the investment alternatives available in your plan will be listed.

Enter the percentage of future deferrals you want allocated among investment options. You may change your elections at any time.

Additional investment information is available to help you make suitable choices.

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**STEP 5: DISTRIBUTION ELECTIONS**

All distribution options (e.g., lump sum, installments) available in your plan will be listed in the drop-down menus. Instructions on the screen will alert you if a distribution election is required.

Once you have made your elections, click “Submit.” You will be able to review and adjust your elections before moving to the next step.

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**STEP 6: BENEFICIARY ELECTIONS**

You will need to name a beneficiary to receive your nonqualified plan account balance in the event of your death. A paper form may be required by your plan.

If your plan allows online beneficiary elections, select “Update” and complete the requested information.

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**STEP 7: ENROLLMENT VERIFICATION**

You are one click away from completing your enrollment.

Please carefully review all of the elections made in Steps 1 through 6.

Click on the topic of the election if you wish to make a change before you complete your enrollment.

Click “Complete Enrollment” to confirm that the elections are accurate and, if applicable, that the investment allocations you made are suitable.

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**ENROLLMENT COMPLETE**

You will receive an e-mail or confirmation letter (based on your delivery preference) confirming your elections. You may change your enrollment elections anytime before the enrollment window closes.

Select “View and Print Enrollment Summary” for an immediate copy of your elections.

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NEED MORE INFORMATION?

If you have questions about your plan's features or need assistance with transactions, please call the Plan Account Line.