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

A
If you’ve previously established online account access, enter your secure credentials to log in to your qualified and nonqualified plan accounts.

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

C
Watch for important messages and information on the login screen, such as how you can help protect your account by enrolling in two-factor authentication.
Here you'll find an at-a-glance view of your total account balance along with instant access to details about your investments. You can also view a dynamic balance 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. You may review or revise your elections until the enrollment window closes.

To help you prepare for the choices that will be presented to you, visit the Planning page to review your plan's features and the Investments page to review your plan's available alternatives.

Select Enroll Here and you will be guided through the process.

Click on the plan name to view your Account Dashboard.

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

Screenshots provided in this guide are for illustrative purposes only. The options available to you will be specific to the provisions of your plan.
Section 2
ENROLLING IN YOUR PLAN

STEP 1: ENROLLMENT WINDOW

Select an enrollment window from those displayed (you may have one or more). [A]

Select Make Your Enrollment Elections. [B]

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

After you have made your selections, click Next. [D]

STEP 2: DEFERRAL ELECTIONS

The progress bar shows you how much of the process you have completed. [A]

Here is where you decide the compensation amount/percentage you want to defer. Any pre-filled information reflects the most recent election, which could be an election currently in effect or an election made for this enrollment period. [B]

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

The maximum deferral permitted by your plan will be indicated. [B]

Click Update to enter or change your election. You must click Next before moving on. [A]

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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 alternatives.

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

Enter the percentage of future deferrals you want allocated among investment option, then click Submit. You may change your elections at any time.

Additional investment information is available to help you make suitable choices. Just click on the Investments tab.

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STEP 5: DISTRIBUTION ELECTIONS

For each account, you will need to make, modify, or confirm your distribution elections. Click Edit to change current elections.

You will be able to review and adjust your elections. Click Submit when you are ready to move to the next step.

STEP 6: BENEFICIARY ELECTIONS

You will need to name a beneficiary to receive your nonqualified plan account balance in the event of your death.

If your plan allows online beneficiary elections, select Update and complete the requested information. (Some plans require a paper form.)

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STEP 7: ENROLLMENT VERIFICATION

You are one click away from completing your enrollment.

Scroll down this page and review all of the elections you have made to ensure they reflect your intentions.

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.

ENROLLMENT COMPLETE

You will receive an immediate confirmation of your election that you can print or download. You also will receive an email or printed confirmation (based on the delivery preferences you set up in your profile).

You may change your enrollment elections anytime before the enrollment window closes.

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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.