



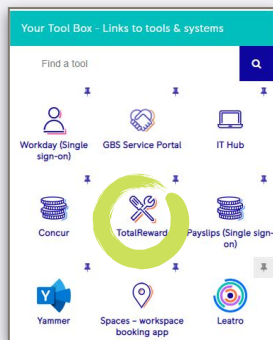
# Rolls-Royce Retirement Savings Trust

## Amending your retirement savings contributions on the TotalReward Portal

The Rolls-Royce TotalReward Portal is the place where you can set the regular monthly contribution you pay to the Savings Trust.

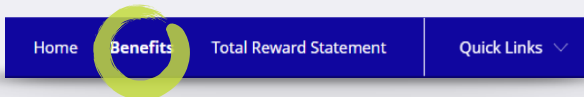
### Step one

Log in to the TotalReward Portal using the shortcut in the Engine Room toolbox.



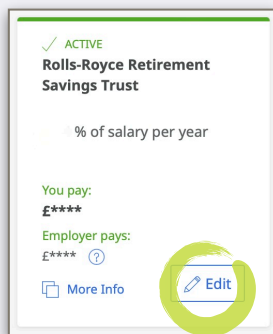
### Step two

Once you're logged in to the Portal, click on the **benefits** link.



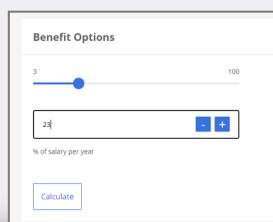
### Step three

In the **My Retirement** section, find the Rolls-Royce Retirement Savings Trust tile and click edit.



### Step four

Select the percentage level of contribution that you want to pay by either dragging the slider or using the + and - buttons. Once you're done, click **calculate**.



The costs panel will show you how this changes your contribution level and will also show any

changes to the amount that's paid by Rolls-Royce.

If you're happy to go ahead with the change, click **add to cart**.

Whatever you choose to pay, Rolls-Royce will pay double, up to the maximum levels shown in the chart below:

Costs		
	Per Month	Per Year
You Pay	£****	£****
Employer Pays	£****	£****
Total Cost	£****	£****

**Add To Cart**

Event	Maximum Rolls-Royce contribution
On joining the scheme	6%
After one year	8%
After two years	10%
After three years	12%

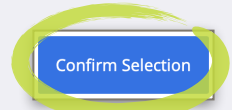
### Step five

The checkout process allows you to review the changes you're making before they become effective.

Benefit	Level	Employer Pays	You Pay	Cost Difference
Rolls-Royce Retirement Savings Trust	% of salary per year	£****	£****	£****

Most employees use the PaySave salary sacrifice method for making pension contributions, so you'll be asked to agree to an amendment to your contract of employment when checking out. You can change the level of your contribution level, either up or down, every month.

**Don't forget to checkout your cart - any changes you've made won't happen unless you do.**



### One-off contributions

To easily make a one-off contribution, you should click this link to [use our online form](#) (the link is also available on the TotalReward Portal). Any one-off contribution requested using the online form will be **in addition** to the contributions you are set-up to pay through the TotalReward Portal.