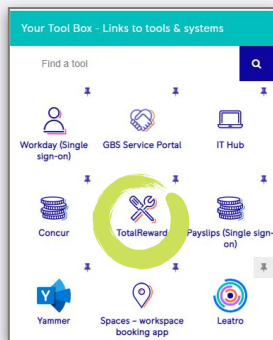# Rolls-Royce Retirement Savings Trust

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.
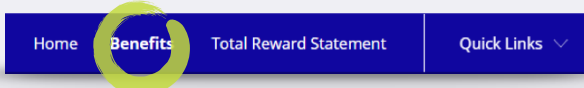
Step one
Log in to the TotalReward Portal using the shortcut in the Engine Room toolbox.
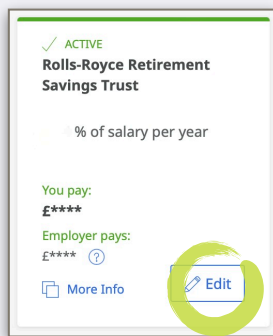
Step two
Once you're logged in to the Portal, click on the **Benefits** link.
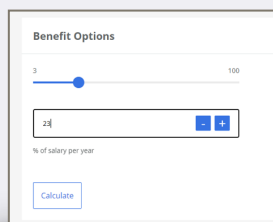
Step three
In the **Your Financial Wellbeing** section, find the Rolls-Royce Retirement Savings Trust tile and click edit. The % shown on this tile shows what both you and Rolls-Royce are paying.
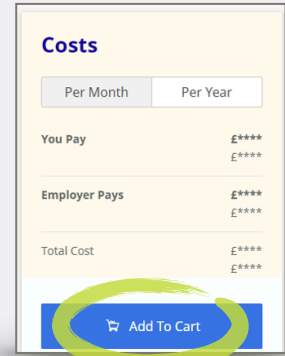
Step four
Select the percentage level of contribution that you want to pay by either dragging the slider or using the + and - buttons. Once you're done, click **calculate**.

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.

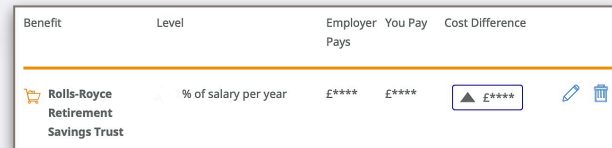If you're happy to go ahead with the change, click **add to cart**.

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

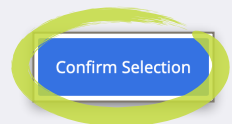| Event	Maximum Rolls-Royce contribution
On joining the scheme	6%
After one year	8%
After two years	10%
After three years	12%

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

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. You can change the level of your contribution level, either up or down, every month. See the What is PaySave section in 'About this benefit' for more detail.

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. Requested one-off contributions will be **in addition** to the contributions you are set-up to pay through the TotalReward Portal.