

[Here](#) is an instructional video goes through the process step by step.

1. Download the John Hancock app on your smart phone
2. Login to your John Hancock 401(k) account
3. If you've never logged in to the app select "Register Now"
4. If you forgot your username or password, select "Forgot Username or Password"
5. On the bottom of the homepage screen click "Details"
6. From there click "Manage contributions"
7. Scroll down until you see the "view/change button" and select it
8. Scroll down and select "Change"
9. Input your new updated rate
10. On the same screen there's an automatic increase option that's completely optional
11. Once you've updated your rate scroll down and click "Next: Review and Submit"
12. Make sure everything is correct then hit "Submit" to finalize
13. Finally you'll see your confirmation number, that's the key that your request has been submitted