



Employers' quick reference guide

Welcome to your PERSI Choice 401(k) Plan serviced by Empower

PERSI is responsible for the Choice 401(k) Plan and contracts with Empower to provide record keeping and some participant services, but there are valuable steps you can take to help your participants achieve the retirement they imagine.

This quick reference guide is here to help. It answers frequently asked questions and walks you through some basic tasks.

What you need	Where to find it	How to do it
How can I help employees contribute to the plan?	Download a Paycheck Contribution Election form from the mypersi401k.com website.	Once the employee has completed the PERSI Choice 401(k) Plan Paycheck Contribution Election form, they give it to their employer's HR or payroll department.
How do I enroll a new participant or set up a participant account?	Download the Enrollment form from the Empower Plan Service Center.	Once the employee has completed the Enrollment form, they give it to their HR or payroll department to add in their Empower Division and Pay Center Number and then upload through the PSC under Participant > Upload Documents.
How do employees make changes to their accounts, like increasing payroll contributions?	Download a Paycheck Contribution Election form from the mypersi401k.com website.	Once the employee has completed the PERSI Choice 401(k) Plan Paycheck Contribution Election form, they give it to their employer's HR or payroll department.
How do employees change their beneficiary designations?	The change can be made online via mypersi401k.com , or the employee can download the Beneficiary form from the mypersi401k.com .	After logging in, employees can make or change their beneficiary election by clicking on the Account drop down and selecting Overview. On the left navigation, they'll then select Beneficiaries. Paper form: employee completes the form that can be found on mypersi401k.com , then prints and mails a copy to the address listed on the form.
Who does my employee call for questions about a PERSI Base Plan Purchase of Service?	PERSI Answer Center, 208-334-3365 or 800-451-8228, Monday - Friday 8 a.m - 5:30 p.m.	PERSI Answer Center staff will assist.
How do I submit employee contributions and/or loan payments to Empower?	Empower Plan Service Center (PSC)	Submit these with your regular transmittals to Empower.
How do I add a termination date to a participant record?	Empower PSC under <i>Employee Detail</i> tab	Log in to the PSC and go to <i>Participant > Search Employee > Employee Detail</i> tab then scroll to <i>Employer History Section</i> and click <i>EDIT > Add Termination Date > Save</i> . PLEASE NOTE: Even if you add this information through the PERSI Employer Portal, you will still need to update this within the Empower Portal as well.
How does an employee request a loan from the plan?	Choice Plan website, mypersi401k.com , or Choice Plan Customer Care Center	After logging in, the employee can explore loan amounts and payment options and then submit the request. Or the employee can call the Choice Plan Customer Care Center instead.
If an employee with a loan wants to pay it off early, how can they get information about that?	Choice Plan website, mypersi401k.com , or Choice Plan Customer Care Center	After logging in, the employee can request a loan payoff quote. Or the employee can call the Choice Plan Customer Care Center to request that.



Help at your fingertips

Your assigned retirement plan counselor can provide group informational meetings and one-on-one counseling sessions in-person or virtually.

During individual meetings, the counselor will help each participant review their personal financial situation (including all outside assets) so they can establish retirement income goals and consider next steps. Counselors can also help participants understand how they might use their assets to potentially generate income in retirement.

What you need

How do I schedule meetings or individual appointments?

Where to find it

Call, email, or visit the Choice Plan website, mypersi401k.com.

How to do it

Bruce Singkhaophet

Email: bruce.singkhaophet@empower.com

Phone: **208-345-1120**

Participants may also set up on-on-one appointments by visiting mypersi401k.com or by scanning the QR code below.





Still have questions?

If you or a participant can't find needed information, please access one of the following PERSI Choice 401(k) Plan resources.

Employer resources

PERSI website, persi.idaho.gov, "Employer" tab

Empower Plan Service Center **800-695-4952**

Employee resources

Choice Plan - Customer Care Center 866-437-3774 weekdays from 6 a.m. to 8 p.m. and Saturdays from 7 a.m. to 3:30 p.m. MT.

PERSI Answer Center, **208-334-3365** or 800-451-8228 weekdays from 8 a.m. to 5:30 p.m.



Invest well. Live a little.™

Securities, when presented, are offered and/or distributed by Empower Financial Services, Inc. (EFSI), Member FINRA/ SIPC. EFSI is an affiliate of Empower Retirement, LLC; Empower Funds, Inc.; and registered investment adviser Empower Advisory Group, LLC. This material is for informational purposes only and is not intended to provide investment, legal, or tax recommendations or advice.

"EMPOWER" and all associated logos and product names are trademarks of Empower Annuity Insurance Company of America.

©2026 Empower Annuity Insurance Company of America. All rights reserved. 95270-FLY-WF-5312850-0326 RO5003241-1225

FOR PLAN SPONSOR OR FINANCIAL PROFESSIONAL USE ONLY.