How do I make changes to my Thrift Savings Plan contributions?

For more information go to the [TSP](http://www.tsp.gov/index.shtml) home page.

The method to make changes to your TSP contribution amount differs based on your employment status:

* All Eligible employees can make changes to their contribution amounts by submitting a “self-service” request through their Employee Personal Page (EPP).
* If you are a retiree you must direct all questions regarding changes to your account to either [OPM](http://www.opm.gov/retire/contact/index.asp) or [TSP](https://www.tsp.gov/index.shtml).

1. First Log Into HR Connect: <https://usdafs.connecthr.com/Login.aspx?ReturnUrl=%2f> (you will need your eAuthentication user name and password to log on)
2. Log on with your eAuth user name and password
3. On the Connect HR home page, under My Links, click on ‘Empl. Personal Page – EPP’
4. Here, you will be asked to Log-on to EPP
5. In the middle of the screen you will see eAuth Log In, click on ‘eAuth Log in’ and you should be directly logged-in to EPP
6. You will be asked to accept certain terms for using EPP. Click on ‘I accept’
7. Under ‘My EPP’, on the left hand side of the screen click on ‘TSP’
8. Under the Thrift Savings Plan’ page, on the right upper hand side of the screen, click on ‘Self-Service
9. Here you will be lead to your current Federal Thrift Savings Plan Contributions as well as the option to change these contributions.

Important information to know: The government will always match your TSP up to 5% - as long as you put in 5%. But you can always add more.

For information on TSP contributions and investments as well as long term planning advice please go to the [TSP](http://www.tsp.gov/index.shtml) home page.

We also recommend that you go to the IP Financial Planning Seminar for Government Employees which provides information and advice on investments with TSP. These sessions also provide information on pension, life insurance, and long term planning priorities. These sessions are usually provided once a year, and announcements are sent out months in advance. For more information on this contact Ashlee Jackson @ [ashleejackson@fs.fed.us](mailto:ashleejackson@fs.fed.us)