

Online enrollment in an instant

Your retirement website is a convenient tool that allows you to enroll in your retirement plan and easily manage your account.

The benefits of online enrollment are clear:

- Provides ease of use with a user-friendly format and navigation
- Enables you to enroll when it is convenient for you
- Tracks progress if you need to complete enrollment over multiple visits
- Allows you to make informed decisions with easy access to plan highlights, fund information, and election options
- Allows for timely electronic communication to your employer for payroll processing

How to register and access the participant website for the first time

Go to

Select ***“Register Here”*** on the homepage and click the ***“Register Me Now”*** link.

Then follow these simple steps to sign up for secure account access:

1. Enter your SSN, date of birth, and zip code
2. Create a valid ***Web User ID*** 8-15 characters long, consisting of letters and numbers only
3. Choose a security question from the options provided and supply an answer
4. Enter your email address
5. Select a security image and enter a security phrase. This will help protect you and your personal information.
6. Create a secure and unique password 8-25 characters long. For security purposes, your password must contain three of the following:
 - Upper case letter
 - Lower case letter
 - Number
 - Symbol
7. Click ***“Submit.”*** A confirmation email will be sent to the email address you provided in step 4.

How to enroll in your company’s retirement plan

When you log in to the participant website you will be able to enroll in your plan. As you finish each step, ***“Status”*** will change from ***“Not Complete”*** to ***“Completed.”***

To begin, click ***“Start Enrollment.”***

1. Review plan highlights
2. Set your deferral rate
3. Select your investment options
4. Complete your beneficiary form in the booklet or online as available for your plan
5. Review your summary confirmation and click the ***“Continue Enrollment”*** button to complete online enrollment

The screenshot shows a 'Confirmation' page with a red header. It contains a message: 'Please review the items below to confirm the choices you have selected as part of the enrollment process. If you would like to make any changes please click the Cancel button below to return to the Enrollment page and select the option you would like to change.' Below this, there are two sections: 'Deferral Rate(s) Selected' and 'Investment Options Selected'. The 'Deferral Rate(s) Selected' section has a table with columns 'Enroll' and 'Deferral Percent', showing 'EMPLOYER 400%' and '8%'. The 'Investment Options Selected' section has a table with columns 'Fund / Security Name' and 'Election Percent', showing 'American Century Fund 100%', 'F. Small-Mid Cap Stock Inc. 100%', and a 'Total' of '100%'. At the bottom, there is a message: 'Please print this confirmation page for your records.' and two buttons: 'Continue Enrollment' and 'Cancel'.

Enroll	Deferral Percent
EMPLOYER 400%	8%

Fund / Security Name	Election Percent
American Century Fund 100%	100%
F. Small-Mid Cap Stock Inc. 100%	100%
Total	100%