

Visit <a href="https://retirementplanconsultants.info/login/">https://retirementplanconsultants.info/login/</a>

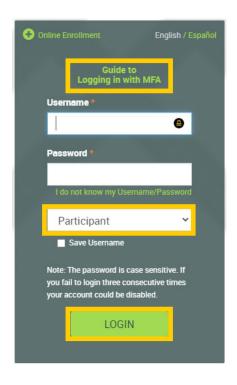
Do you already have a Username and Password?

### YES

Type in your **Username** and **Password**, or follow the instructions provided in your welcome letter.

Select role from dropdown menu: <u>Participant</u>
Click the **Login** button

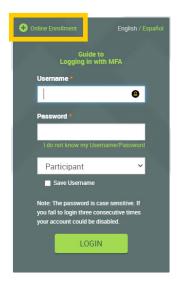
A One-Time PIN (OTP) is required to login using multi-factor authentication (MFA). If you need additional guidance with the OTP process, click the **Guide to Logging in with MFA** link (located at the top of this gray login box).



If you do not remember your **Username** and/or **Password**, click the 'I do not know my Username/Password' link and follow the prompts.

#### NO

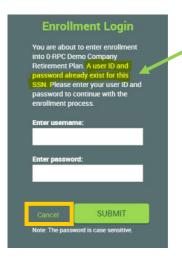
Click + Online Enrollment. Type the password provided to you by your Plan Sponsor and click the **Next** button.





Type your **Social Security Number** (no spaces, no dashes) and your **Date of Birth** (mm/dd/yyyy) and click the **Next** button.



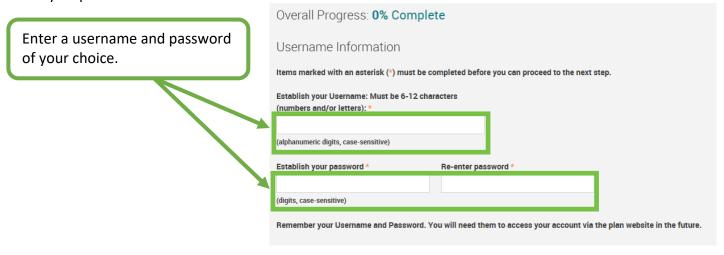


\*If you receive the following message, click Cancel and choose the "I do not know my username/password" link to reset your credentials. Follow the prompts to reset your username and password.

Note: You may already have a user ID because your employer already provided some of your information, and an account has been started for you.



Follow the **Enrollment Wizard** to enroll online. Please read all the instructions online before completing every step.





Review and change any of the **Security Questions**, as desired.

When answering security questions it will need to be typed the same way answered here – capitalization, spelling, etc.

Click the **Next** button.

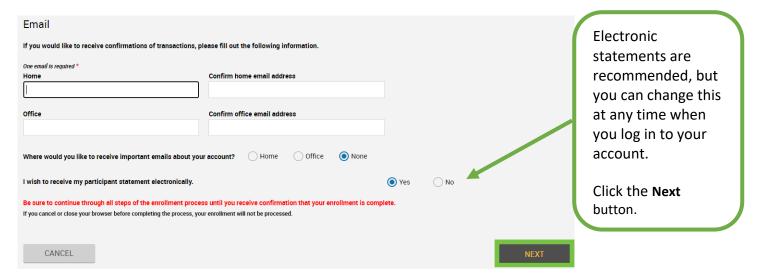
Review and, as needed, update your **Personal Information** details.

Please keep in mind that all items marked with an asterisk (\*) must be completed.

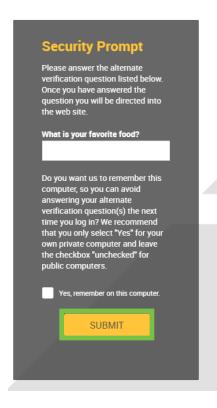
		Lastname
Birth date *	Date of Hire	
	01/01/2021	
Street address 2		
State * Zip code *	Country (if or	utside United States)
~		
	Receives text messages	
$\neg$	Yes No	
	State Zip code *	Street address 2  State * Zip code * Country (if or  Receives text messages



Expand the Email details section. Review and update your Email information. Please specify whether you prefer to receive important emails about your account to either your Home or Office email.



A One-Time PIN is required for authentication while logging into your account. It is recommended to choose an email to receive notifications so you can set your email to receive the One-Time PIN. It can also be sent via text message. Message and data rates may apply.



Before you go to the next screen you will receive a security prompt, which will be a question from one of the security questions you just set up.

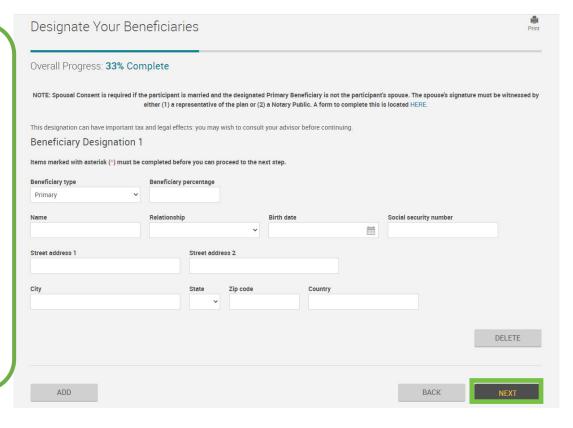
Answer the security prompt and then click the **Submit** button.

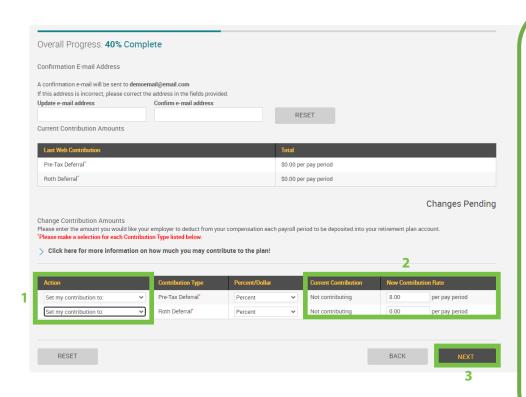


Review and update the **Designate Your Beneficiaries** section, providing as much information as possible.

Please keep in mind, this is not a requirement, but recommended. You can update your beneficiary information online at anytime.

Click the **Next** button.



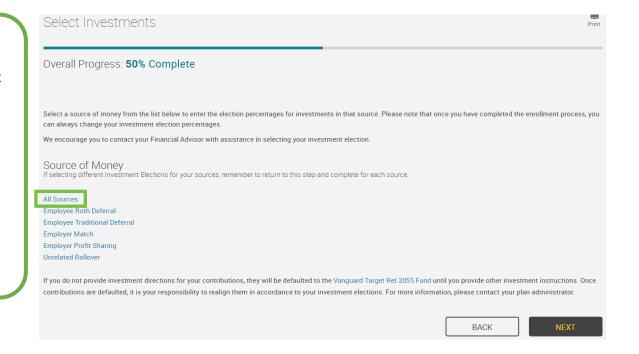


- On the next screen choose the Action dropdown menu next to <u>each</u> Contribution Type and select Set my contributions to:
- 2) Then update the New
  Contribution Rate to the
  desired amount for each
  contribution type, even if
  the desired amount is zero.
  The amount entered
  reflects what you would
  like your employer to
  withhold each pay period
  as a deposit into your
  retirement account.
- 3) Click the **Next** button when all is correct.



Choose a **Source**of Money from
the list and insert
the selected
percentages for
the investments
of that source.

To select the same investment direction for all money, click the **All Sources** link.





If you need help determining your risk tolerance there is an Asset Allocation Questionnaire that can help you with determining your risk tolerance.

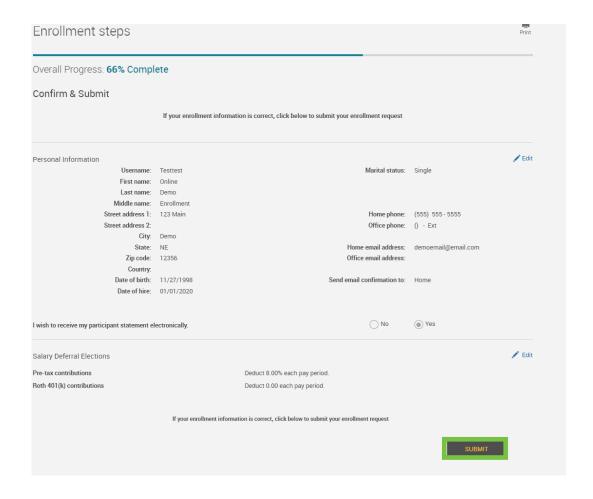
Once you have chosen elections equaling 100%, Click the Next button.

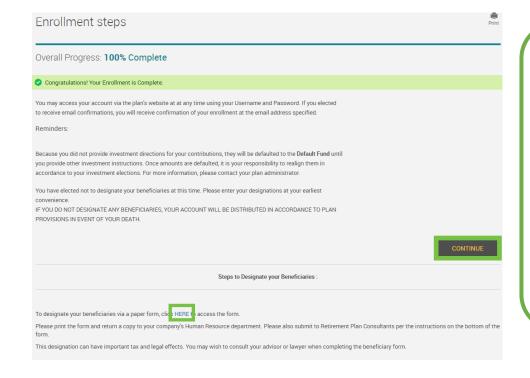




Review your information.

Click the **Submit** button.





The confirmation page will display.

This screen offers another opportunity to designate your beneficiaries. Click the **HERE** link to access the paper form.

If you want to access all the Participant Web Features click the **Continue** button.