Online Distribution

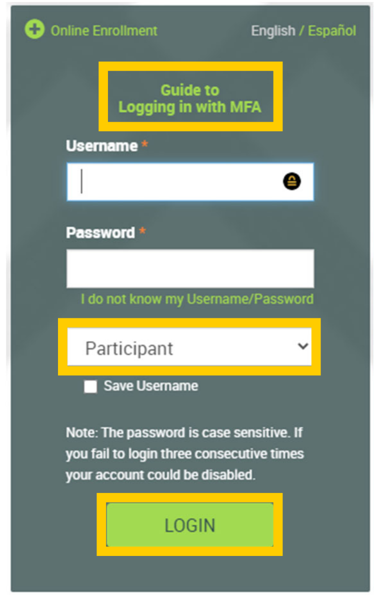
Visit https://retirementplanconsultants.info/login/

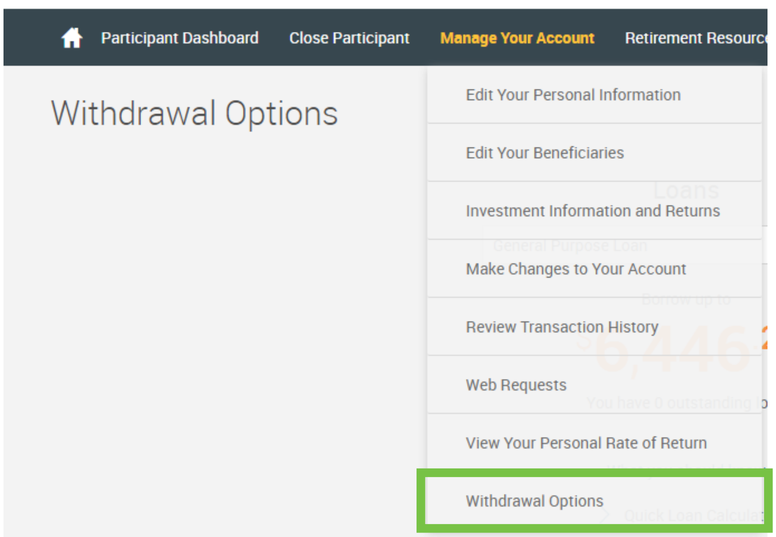
Type in your **Username** and **Password**, or follow the instructions provided in your welcome letter.

Select role from dropdown menu: **Participant**

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).





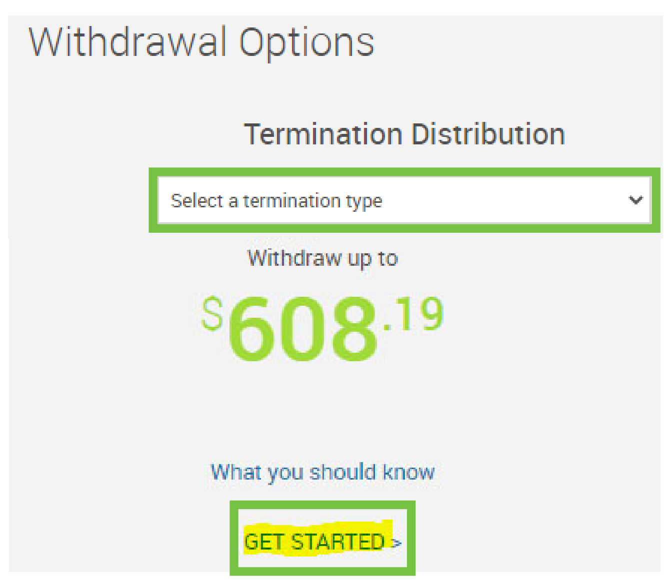
On the Participant Dashboard, click the **Manage Your Account** tab.

Select **Withdrawal Options** off the dropdown menu.

When the **Withdrawal Options** screen is displayed click the **Select a termination type** dropdown arrow and choose the payment method that reflects how you want to receive your termination distribution.

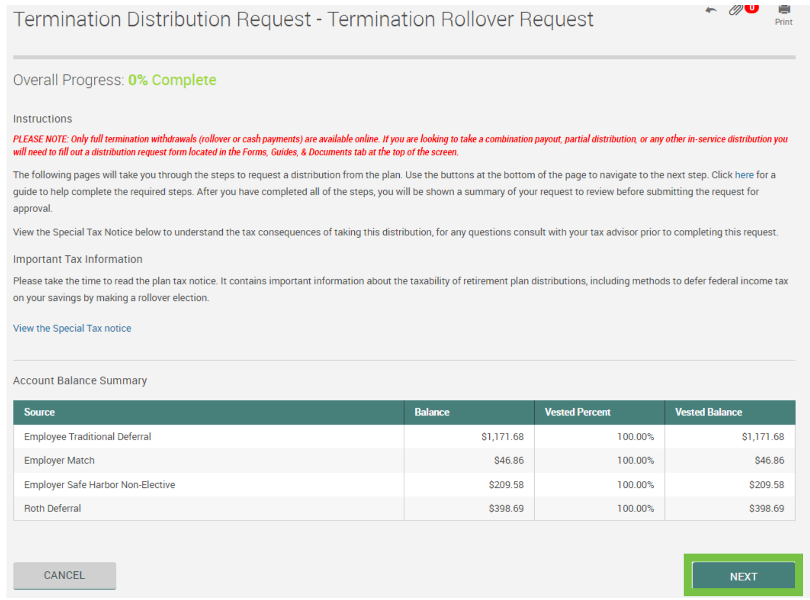
Please keep in mind that Cash Withdrawals are taxable and will be paid out to you less any federal and/or state tax withholdings. Rollover Requests are non-taxable rollovers to an IRA or qualified retirement plan.

Select the **GET STARTED** link.



Online Distribution

Read the Instructions and click the **View the Special Tax notice** link. Once the Special Tax Notice has been reviewed, click the **Next** button.


Termination Distribution Request - Termination Rollover Request

Print

Overall Progress: 0% Complete

Instructions

PLEASE NOTE: Only full termination withdrawals (rollover or cash payments) are available online. If you are looking to take a combination payout, partial distribution, or any other in-service distribution you will need to fill out a distribution request form located in the Forms, Guides, & Documents tab at the top of the screen.

The following pages will take you through the steps to request a distribution from the plan. Use the buttons at the bottom of the page to navigate to the next step. Click here for a guide to help complete the required steps. After you have completed all of the steps, you will be shown a summary of your request to review before submitting the request for approval.

View the Special Tax Notice below to understand the tax consequences of taking this distribution, for any questions consult with your tax advisor prior to completing this request.

Important Tax Information

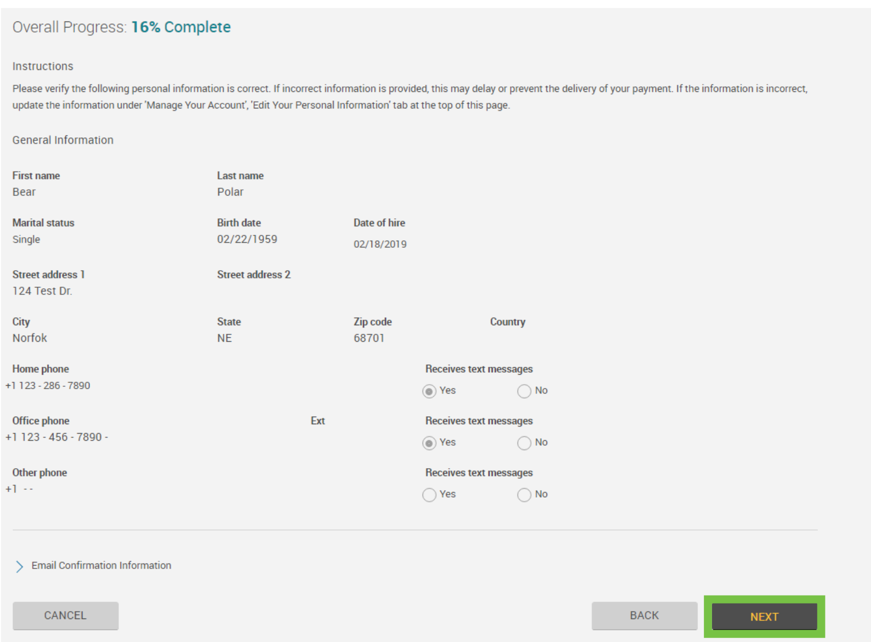
Please take the time to read the plan tax notice. It contains important information about the taxability of retirement plan distributions, including methods to defer federal income tax on your savings by making a rollover election.

View the Special Tax notice

Account Balance Summary

Source	Balance	Vested Percent	Vested Balance
Employee Traditional Deferral	$1,171.68	100.00%	$1,171.68
Employer Match	$46.86	100.00%	$46.86
Employer Safe Harbor Non-Elective	$209.58	100.00%	$209.58
Roth Deferral	$398.69	100.00%	$398.69

CANCEL NEXT


Overall Progress: 16% Complete

Instructions

Please verify the following personal information is correct. If incorrect information is provided, this may delay or prevent the delivery of your payment. If the information is incorrect, update the information under 'Manage Your Account', 'Edit Your Personal Information' tab at the top of this page.

General Information

First name Bear	Last name Polar		
Marital status Single	Birth date 02/22/1959	Date of hire 02/18/2019	
Street address 1 124 Test Dr.	Street address 2		
City Norfok	State NE	Zip code 68701	Country

Home phone +1 123 - 286 - 7890 — Receives text messages: Yes / No

Office phone +1 123 - 456 - 7890 - — Ext — Receives text messages: Yes / No

Other phone +1 - - — Receives text messages: Yes / No

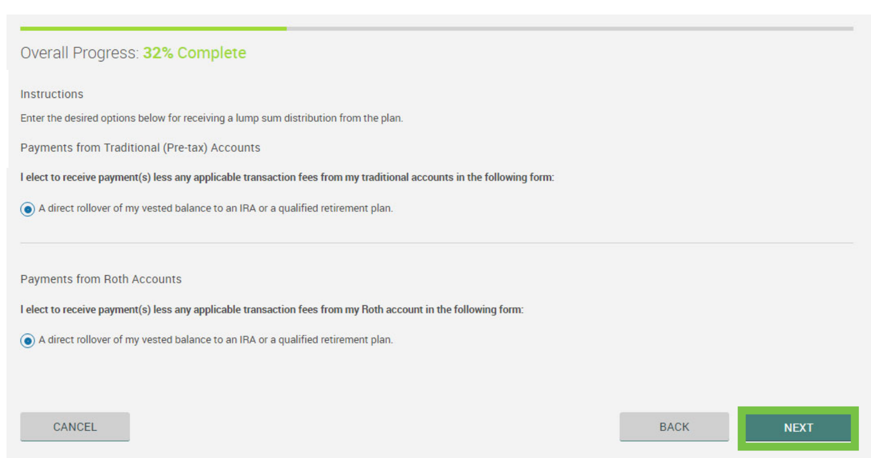
Email Confirmation Information

CANCEL BACK NEXT

Review and verify your General Information. If updates are needed, go to the **Manage Your Account** tab at the top of this screen and choose **Edit Your Personal Information** option off the dropdown menu.

Once the information is updated, return to the Withdrawal Options page and select **Continue** to proceed with your request. Once everything looks correct, click the **Next** button.

Review the payment type(s) and the payment method(s) and click the **Next**


Overall Progress: 32% Complete

Instructions

Enter the desired options below for receiving a lump sum distribution from the plan.

Payments from Traditional (Pre-tax) Accounts

I elect to receive payment(s) less any applicable transaction fees from my traditional accounts in the following form:

A direct rollover of my vested balance to an IRA or a qualified retirement plan.

Payments from Roth Accounts

I elect to receive payment(s) less any applicable transaction fees from my Roth account in the following form:

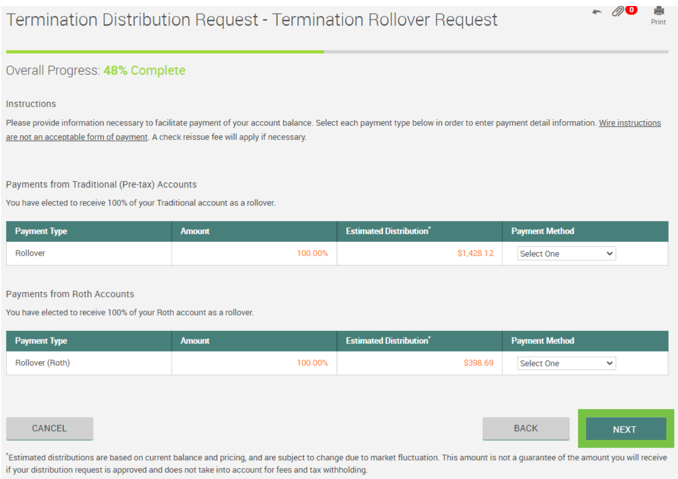
A direct rollover of my vested balance to an IRA or a qualified retirement plan.

CANCEL BACK NEXT

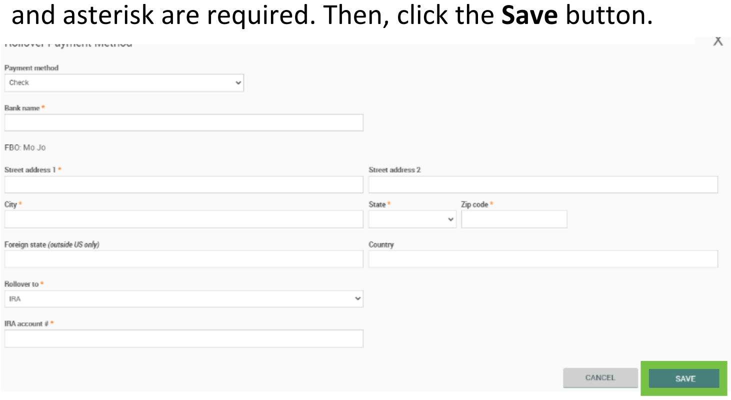
Online Distribution

Termination Rollover Request

Review the payment type(s) and estimated amount(s) shown on the next screen. Click the **Select One** dropdown arrow(s) and choose Check for each payment shown.

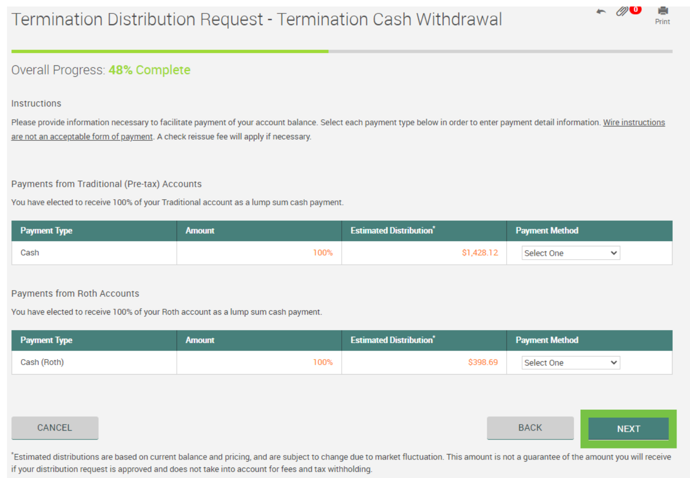


Once you select "**Check**", you will need to complete the below information for each source. Fields marked with and asterisk are required. Then, click the **Save** button.

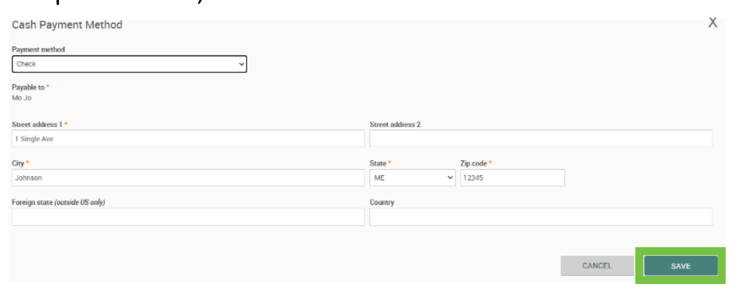


Termination Cash Withdrawal

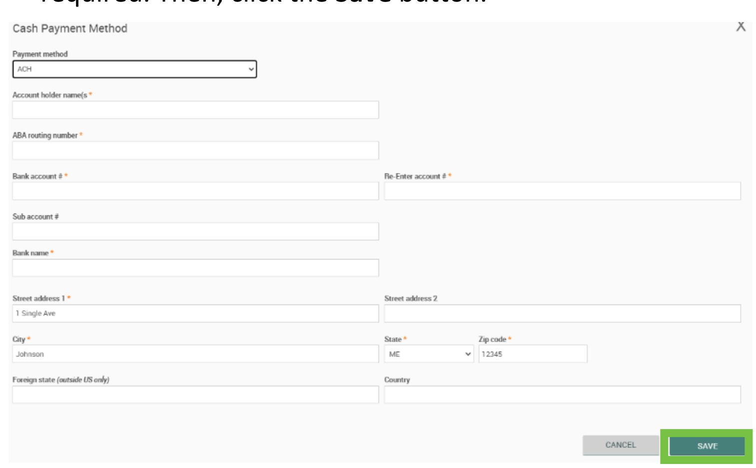
Review the payment type(s) and estimated amount(s) shown on the next screen. Click the **Select One** dropdown arrow(s) to choose your payment method(s) (ACH or Check) for each payment shown.



If you select "**Check**", you will need to complete the below information. Fields marked with and asterisk are required. Then, click the **Save** button.

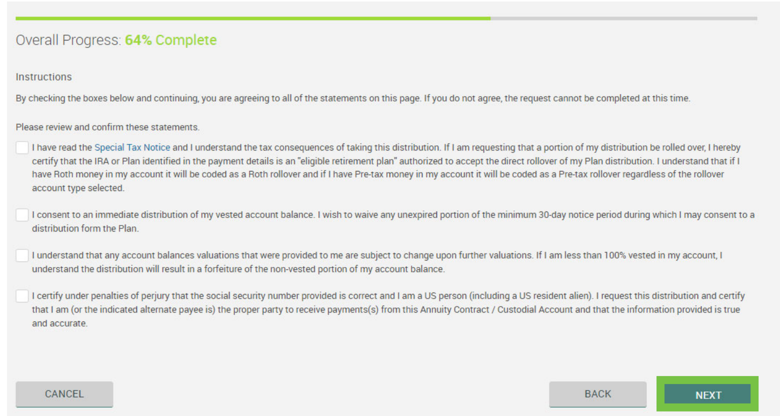


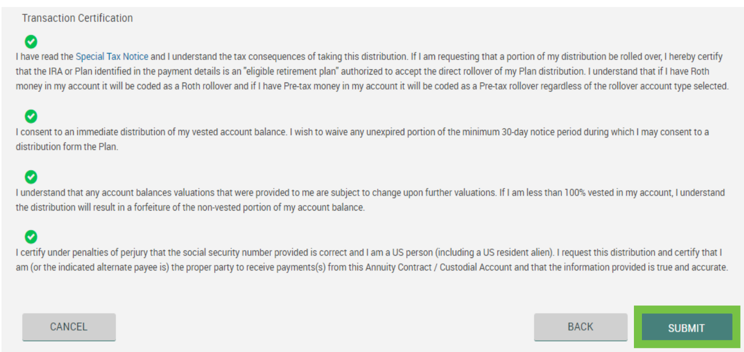
If you select "**ACH**" you will need to complete the below information, fields marked with and asterisk are required. Then, click the **Save** button.



Online Distribution

Review and confirm the statements by checking each box to the left of each statement. Once you have reviewed and checked all the boxes you can click the **Next** button.





Scroll through and confirm that all the details on the next screen are correct and click the **Submit** button to proceed. If changes are needed click the **Back** button or to discontinue with the distribution click the **Cancel** button.

The next screen that displays will be a confirmation that your Distribution has been requested and it will be moved on for approval and processing.

Please Note: The typical processing time is between 10-14 business days. To review the status of your request you can go to the **Manage Your Account** tab and then select **Web Requests** off the dropdown menu.