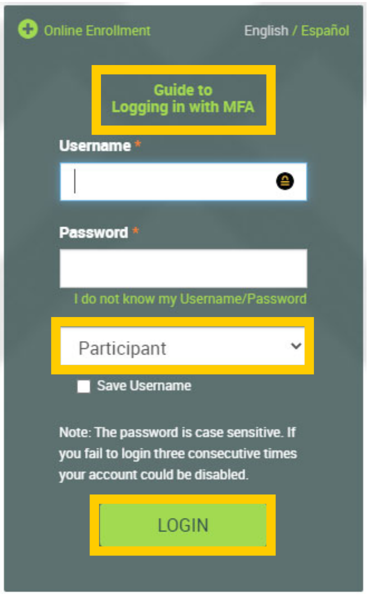
Participant Website Guide

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**

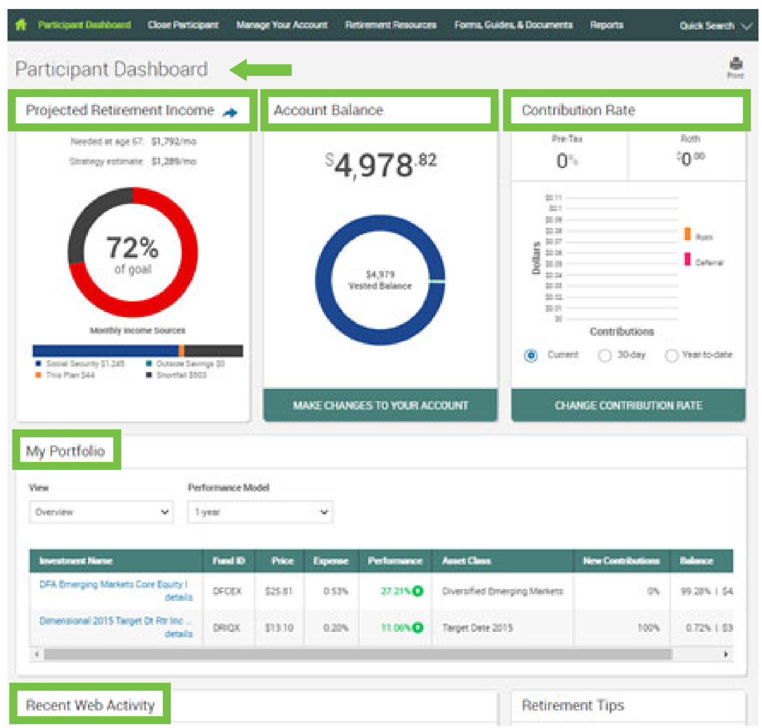
Click the **Login** button

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).

Upon Initial Login, you will be on the **Participant Dashboard** which provides an overview of your account.

- **Projected Retirement Income**
- **Account Balance**
- **Contribution Rate**
- **Investment Portfolio**
- **Recent Activity**

There are several tabs that will provide you more information about your plan.



At the top right corner of the **Participant Dashboard**, you will find these three options:

Plan Messages from RPC

Change your Password or Upload a File to RPC

Sign off the Secure Website

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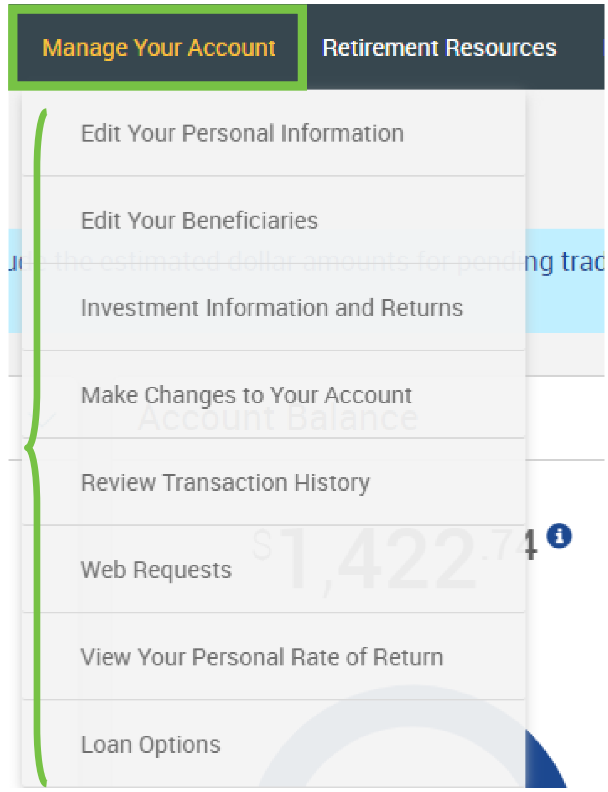
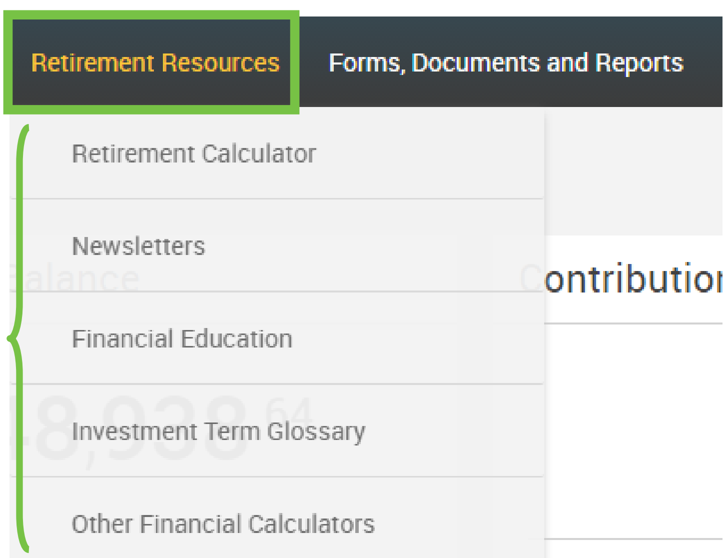
Within the **Manage Your Account** tab, you will find the following:

- **Edit Your Personal Information**
  Edit or update your general information
- **Edit Your Beneficiaries**
  Edit or update your beneficiaries
- **Investment Information and Returns**
  View the funds available in your plan
- **Make Changes to Your Account**
  Change Elections, Move money, rebalance your account or change your contribution rates
- **Review Transaction History**
  View your transaction history
- **Web Request History**
  View changes requested in your account
- **View Your Personal Rate of Return**
  View Rate of Return dates and percentages
- **Loans Options**
  View outstanding loan and quick loan Calculator



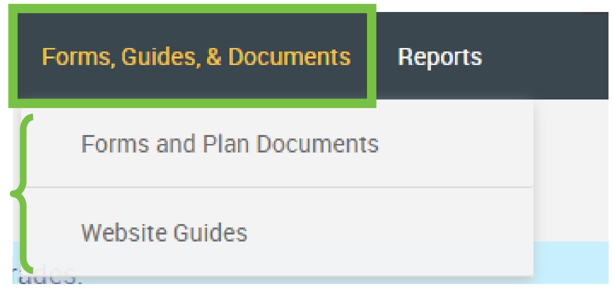


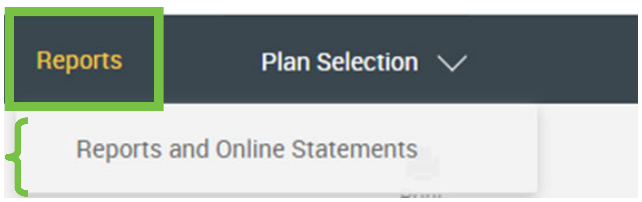
Within the **Retirement Resources** tab, you will find the following:

- **Retirement Calculator**
  Estimate your income and savings that you will have when you retire
- **Newsletters**
  View our current information
- **Financial Education**
  Find relevant articles, tools and questions that have been answered by CPAs
- **Investment Term Glossary**
  Glossary of General Investment Related Terms
- **Other Financial Calculators**
  Home, Personal, Retirement, Savings, Business Finance and Tax Estimators

Within the **Forms, Guides, & Documents** tab, you will find the following:

- **Forms and Documents**
  Access Participant Forms
  Access Plan Documents
- **Website Guides**
  Access to available Website Guides





Within the **Reports** tab, you will find the following:

- **Reports and Online Statements**
  Generate and Review Reports within our Reports Package