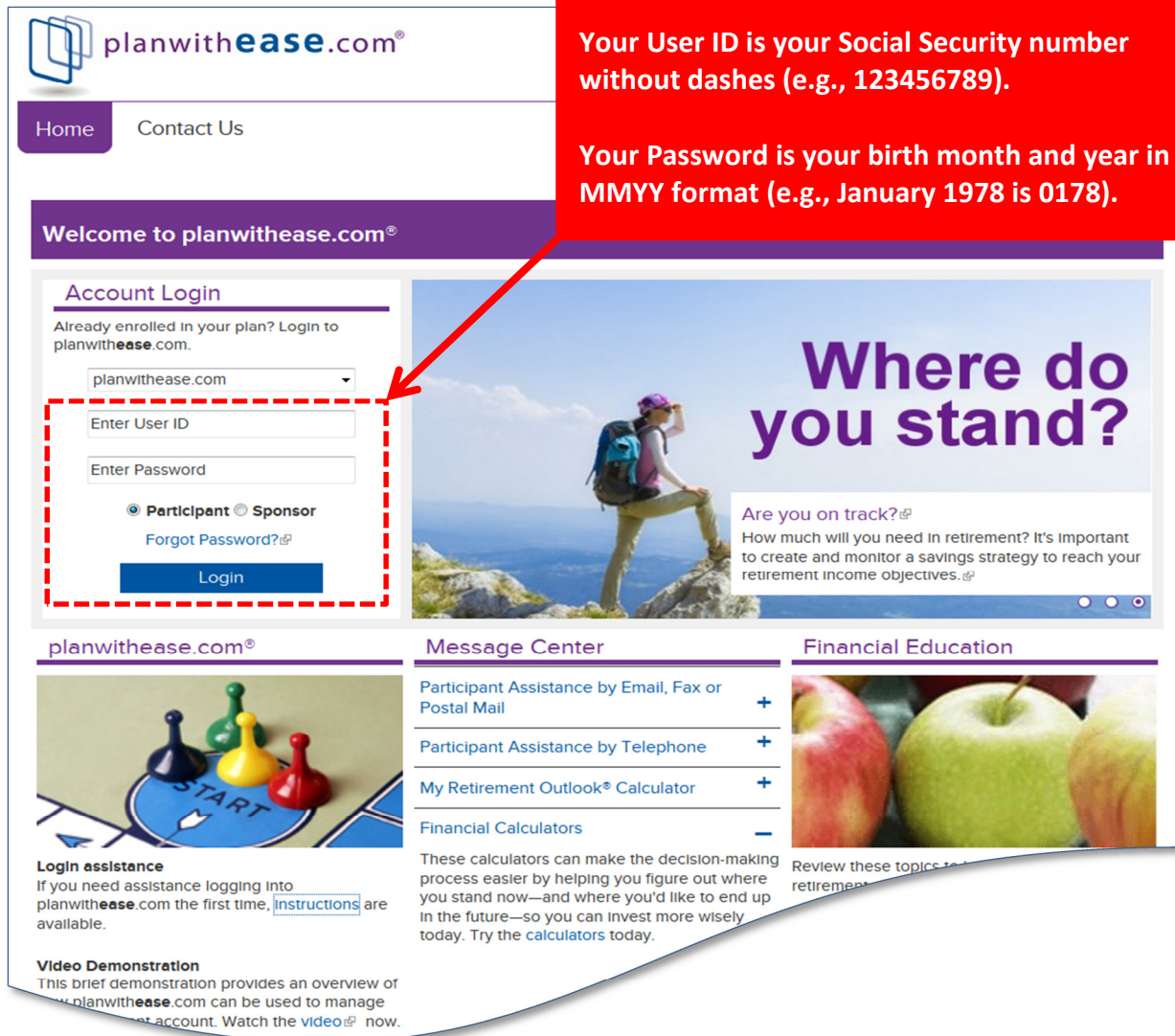


LOG IN

On the website, enter your User ID and Password and click on “Login”. When you log in the first time, your Username will be your Social Security number and your Password is your birth month and year in MMY format. After that first login, you will be prompted to create your own unique Username and Password after setting your login security questions and answers.



The screenshot shows the planwithease.com website. At the top left is the logo and navigation links for Home and Contact Us. A purple banner reads "Welcome to planwithease.com". Below this is the "Account Login" section, which includes a dropdown menu for "planwithease.com", input fields for "Enter User ID" and "Enter Password", radio buttons for "Participant" (selected) and "Sponsor", a "Forgot Password?" link, and a "Login" button. A red dashed box highlights these fields, with a red arrow pointing to the "Enter User ID" field from a red callout box. The callout box contains the text: "Your User ID is your Social Security number without dashes (e.g., 123456789). Your Password is your birth month and year in MMY format (e.g., January 1978 is 0178)." To the right of the login form is a large banner with the text "Where do you stand?" and "Are you on track?" followed by a paragraph about retirement planning. Below the login form are three columns: "Login assistance" with a link to instructions, "Video Demonstration" with a link to a video, "Message Center" with links for assistance by email, telephone, and calculators, and "Financial Education" with a link to review topics.

If you are unable to log in and access your account, please email us at customerservice@planwithease.com or contact the customer service team at 855-464-6928.

Customer Service Associates are available for plan participants Monday-Friday, 8 AM to 6 PM (Central time) at 855-464-6928. Associates are authorized to speak only with plan participants to provide login assistance or help with site navigation. All withdrawal requests must be submitted by participants through planwithease.com.

USING PLANWITHEASE.COM

Your employer has selected planwithease.com as the website to be used to request approval for certain distributions (e.g., loans, hardship withdrawals, transfers, etc.) from your retirement plan. While planwithease.com provides approval for distribution transactions, the actual distribution of assets from your account must be processed by the Investment Provider(s) you have elected for your retirement plan. The Participant User Guide in planwithease.com provides further explanation and an overview of each screen. The Guide can be found by selecting "Documents" from the top menu once logged into planwithease.com.

Communication from planwithease.com

To ensure that you can receive and view all of the information you will need from planwithease.com, please take the following steps:

- Add "customerservice@planwithease.com" to your email contacts list to ensure that you receive all communications from planwithease.com. You can use your work email address if your employer allows, or a personal email address.
- Enable or allow "pop-up" windows from planwithease.com in your Internet browser.

Requesting Approval for Distributions

If you want to take a distribution from your account, select "Request Transactions" from the top menu in planwithease.com and then select the type of distribution desired. The options available to you will be determined by your plan's guidelines and your eligibility for the requested distribution. Follow the instructions on screen to submit your request. Note: Some distribution requests require additional documentation be mailed or faxed (866-771-5047) to planwithease.com for review before approval can be granted.

Obtaining Approval Certificate

After you have successfully completed the request and been approved, you will receive an online notice confirming your request and alerting you that an Approval Certificate is available for download. A link to the Certificate will appear on screen. In addition, the Certificate can also be found by selecting "Documents" from the top menu in planwithease.com and then "Reports/Letters". The Certificate confirms the details of your request and is required by your Investment Provider.

Requesting Distribution of Assets from Your Account(s)

Once you have an Approval Certificate from planwithease.com, you can contact your Investment Provider to initiate the distribution of assets from your retirement plan. Your Investment Provider will require that you provide a copy of the Approval Certificate. The Certificate serves as your employer's signature and authorization for your distribution request. Note: Your Investment Provider may apply contractual terms and restrictions in addition to your plan's provisions.