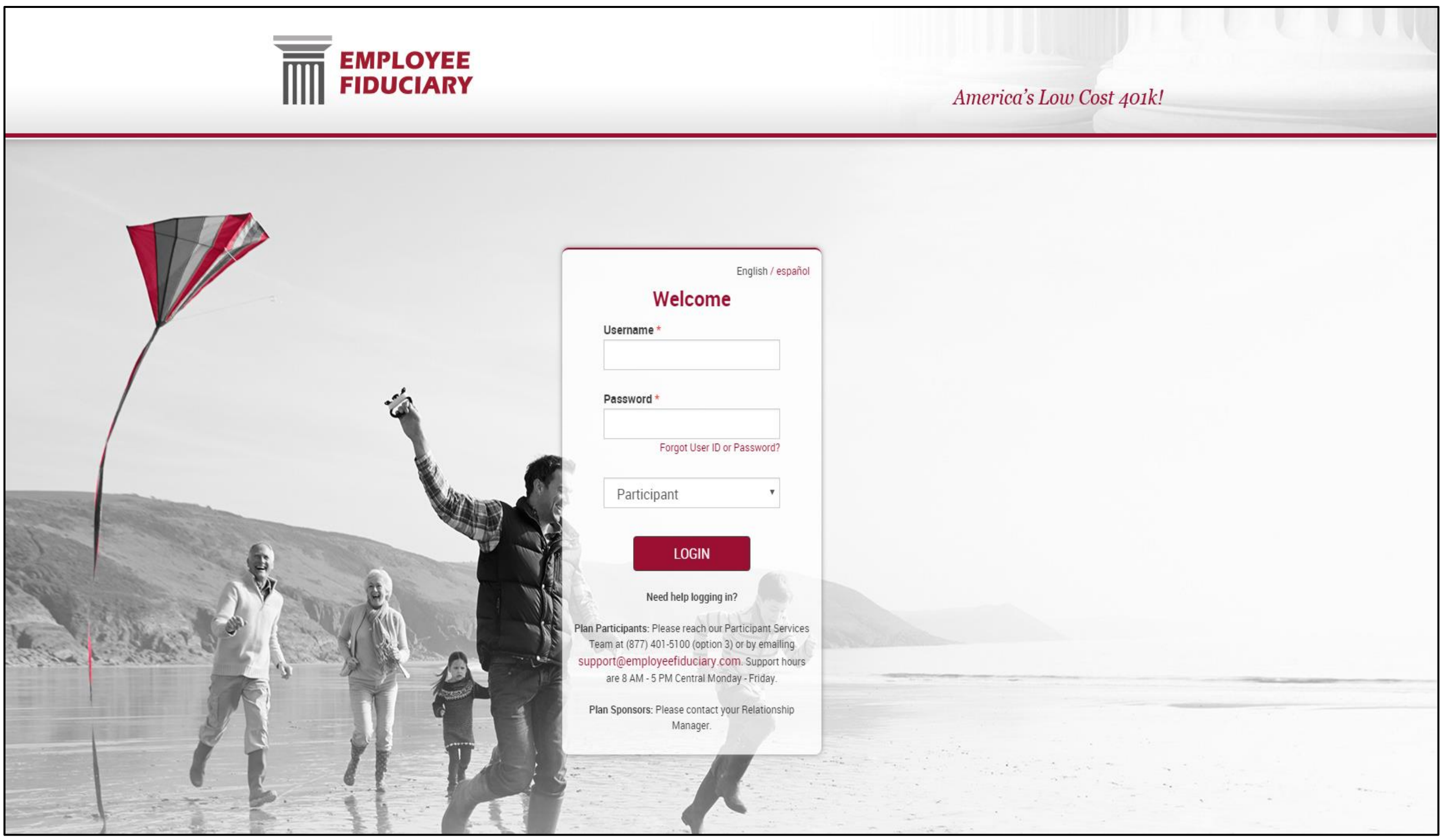
## How do I log in?

You can log into your retirement plan website by connecting to www.planlogin.com. Once logged in, you can view current account information, initiate transfers, designate new investment elections and update personal information.

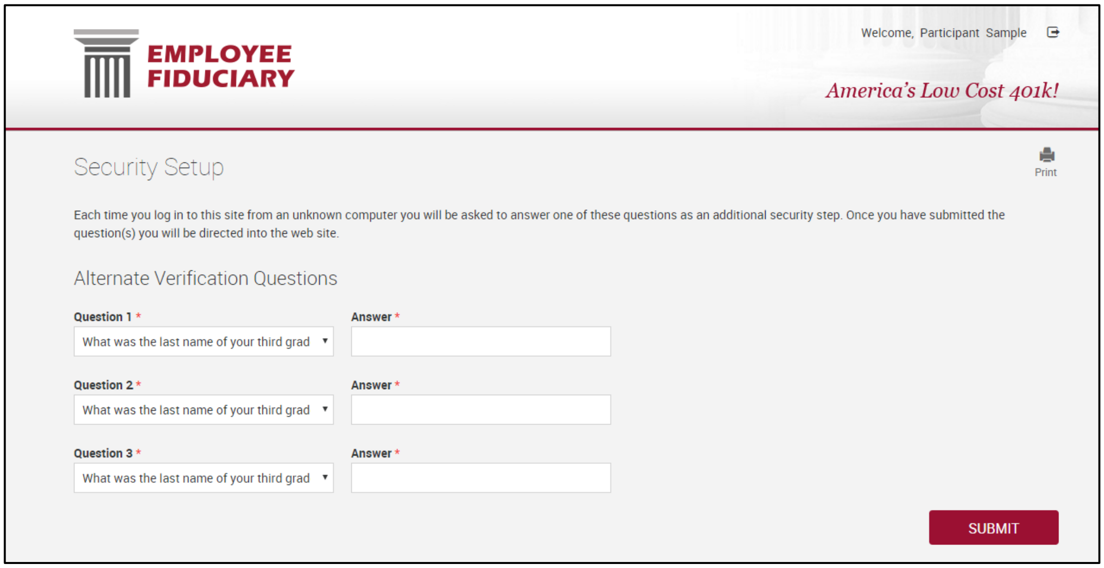
To log in, you will need to enter the following information:

**Username:** Social Security Number (no dashes)
**Password:** Last 4 digits of Social Security Number
**Select Role:** Participant

If you have any issues logging in, you can contact our Participant Service Center at 1-877-401-5100 option 3. The Participant Service Center is available from 8AM-5PM Central Time, Monday - Friday, excluding market holidays.



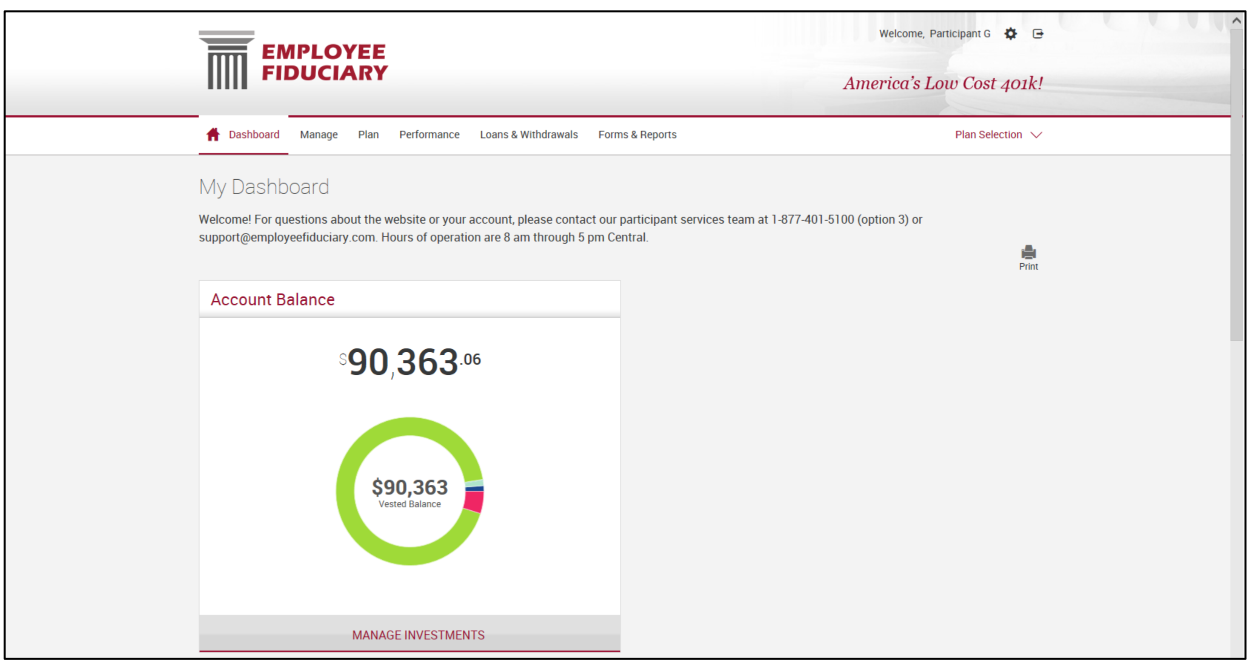
Upon logging in for the first time, you will be asked to establish answers to 3 security questions. You can choose any 3 questions from a list of 15. These security questions will be used for password resets and for verification when you log in from an unknown computer.




After entering answers for 3 security questions, click <Submit> to continue to the next page. If you have already completed your enrollment process, you will be taken to the Dashboard which is the account summary page of the website.

Note: **If this is your first time logging in, you will be taken to the Enrollment Steps page of the website. For further information on the enrollment process see: *How do I enroll?***

The Dashboard is the first screen you will be taken to each time you enter your account. Your account balance is displayed on your Dashboard.



Beneath the account balance is “My Portfolio”. This section allows you to view your balance by Investment, Asset Class and Source by using the drop down menu under “View”. Your balance may include the estimated value of pending trades. Pending trade balances will be displayed beneath the total balance

## My Portfolio

**View**

Overview

| Investment Name | Fund ID | Price | Asset Class | From My Paycheck | Balance |
|---|---|---|---|---|---|
| Vanguard Total Intl Stk Idx Ad | VTIAX | $23.42 | Foreign Large Blend | 100% | 1.24% \| $1,116.06 |
| Vanguard Total Bond Mk Index A | VBTLX | $10.79 | Intermediate-Term Bond | 0% | 1.18% \| $1,070.61 |
| *Pending trade* | | | | | *($25.12)* |
| Vanguard 500 Idx Adm | VFIAX | $184.29 | Large Blend | 0% | 0.13% \| $114.27 |
| Vanguard Ext. Market Idx Adm | VEXAX | $60.47 | Mid-Cap Blend | 0% | 0.04% \| $34.17 |
| Vanguard Target Retirement 202 | VTTVX | $15.44 | Target-Date 2015-2029 | 0% | 92.57% \| $83,656.22 |
| *Pending trade* | | | | | *($79,150.10)* |
| Vanguard Target Retirement 203 | VTHRX | $27.28 | Target-Date 2030+ | 0% | 4.84% \| $4,371.73 |

Your recent activity is summarized and displayed beneath your portfolio. This section will also give you the status of your most recent transactions.

## Recent Activity

| Date | Type | Amount | Status |
|---|---|---|---|
| 02/28/16 | Transfer | $77,483.59 | |
| 02/28/16 | Transfer | ($77,483.59) | |
| 02/10/16 | Transfer - one sided | $50,000.00 | |
| 02/10/16 | Rollover | $25,051.01 | |
| 08/26/15 | Deferral, Pre-tax or Roth | $75.00 | |
| 08/26/15 | Match | $25.00 | |
| 02/17/15 | Transfer | $4,195.46 | |
| 02/17/15 | Transfer | ($4,195.46) | |
| 12/26/14 | Deferral, Pre-tax or Roth | $75.00 | |

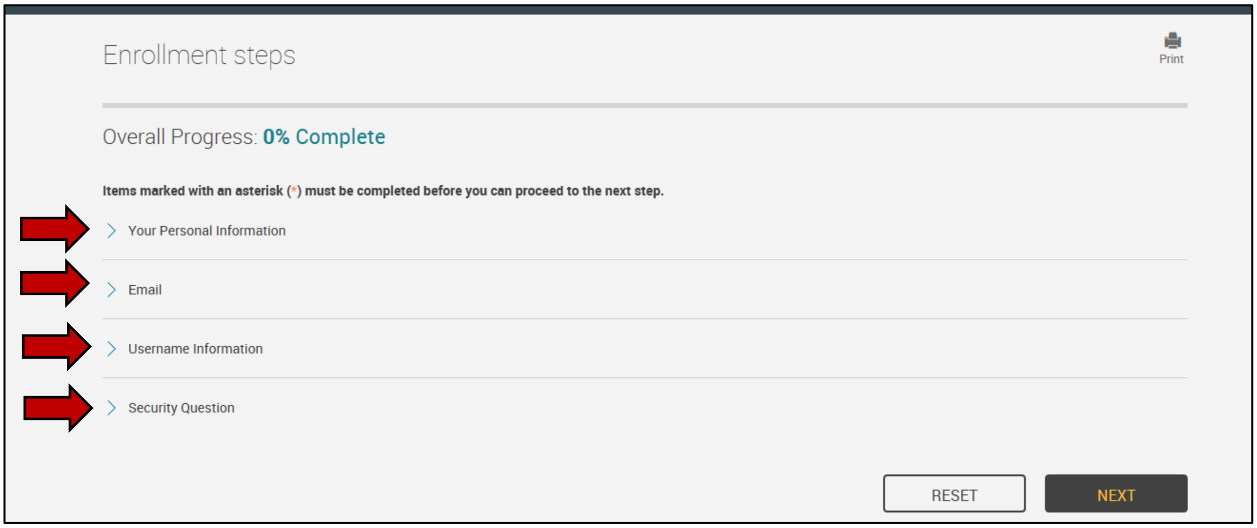
VIEW TRANSACTIONS

## Retirement Tips


back to top

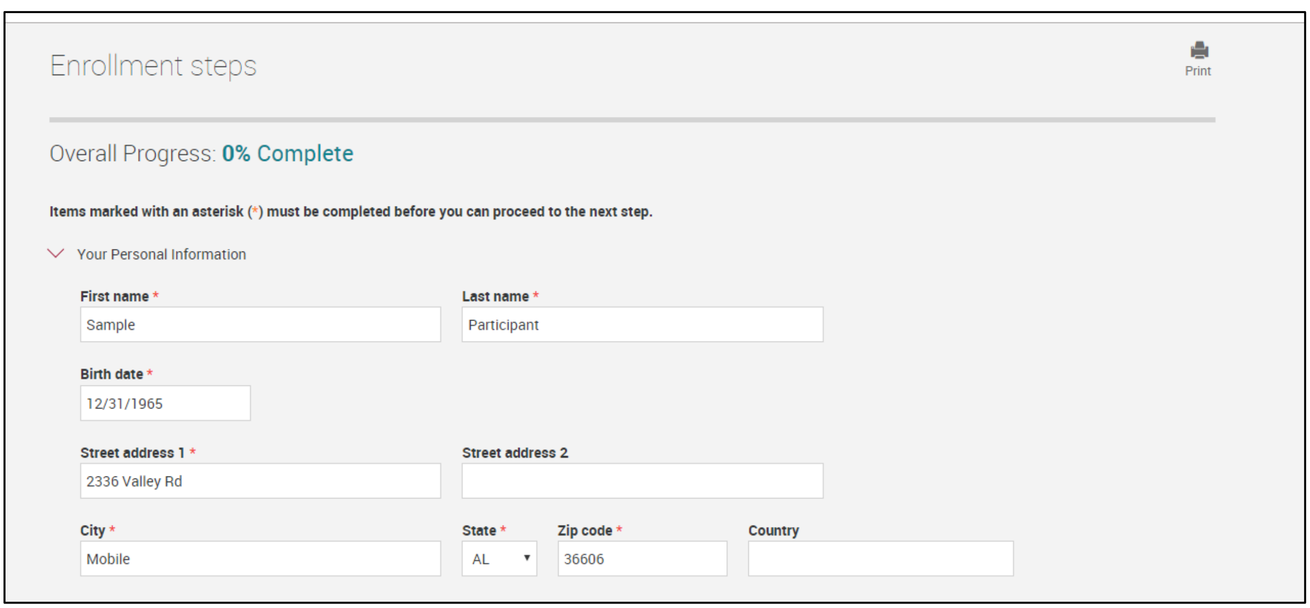
## How do I enroll?

Upon logging into the website for the first time you will be taken to the Enrollment Steps screen of the website. There are several sections that appear collapsed. You will need to expand each section in order to see the contents of that section.



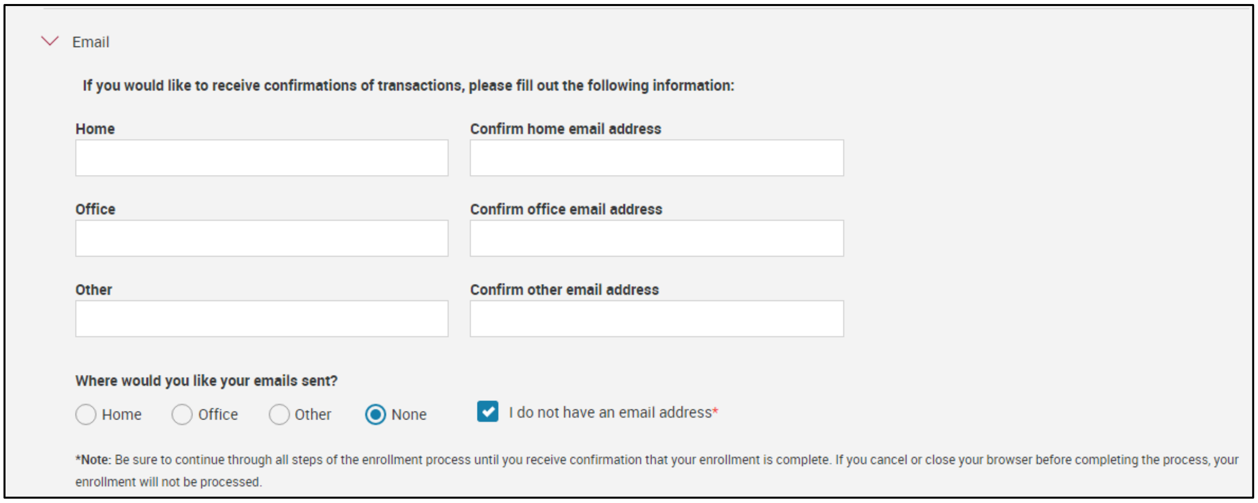

### Your Personal Information

This section will be pre-populated with the personal information we have on file. Please make sure that all required fields (fields marked with an asterisk) are completed.



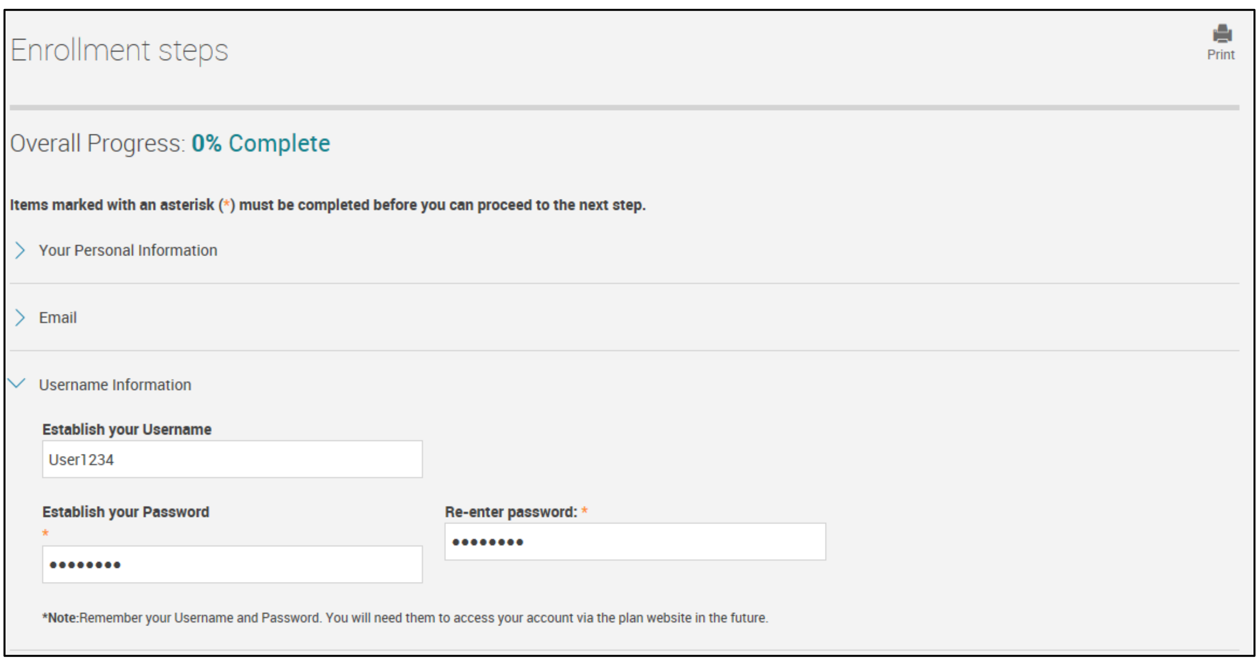
## Email

You can enter your email address for home, office, and/or other in this section. You will also need to confirm the email address. After you enter an email address, you will choose where you would like your emails sent. You can also select the box that says “I do not have an email address”. Please note that you must either choose to receive email notifications for an email type (home, office or other) you have entered or choose “I do not have an email address” in order to proceed.



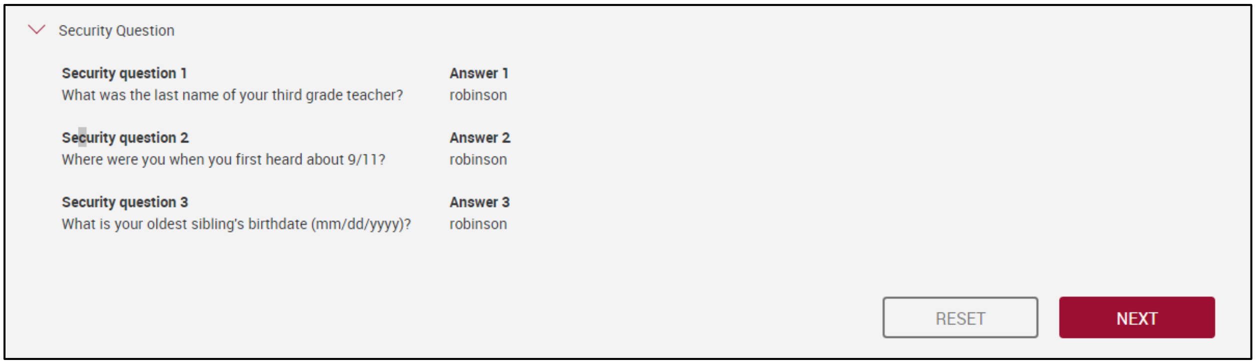

## Username Information

You will need to enter a new username, a new password, and confirm the password.



## Security Questions

This section will show the answers to the security questions you set up upon login.



Security Question

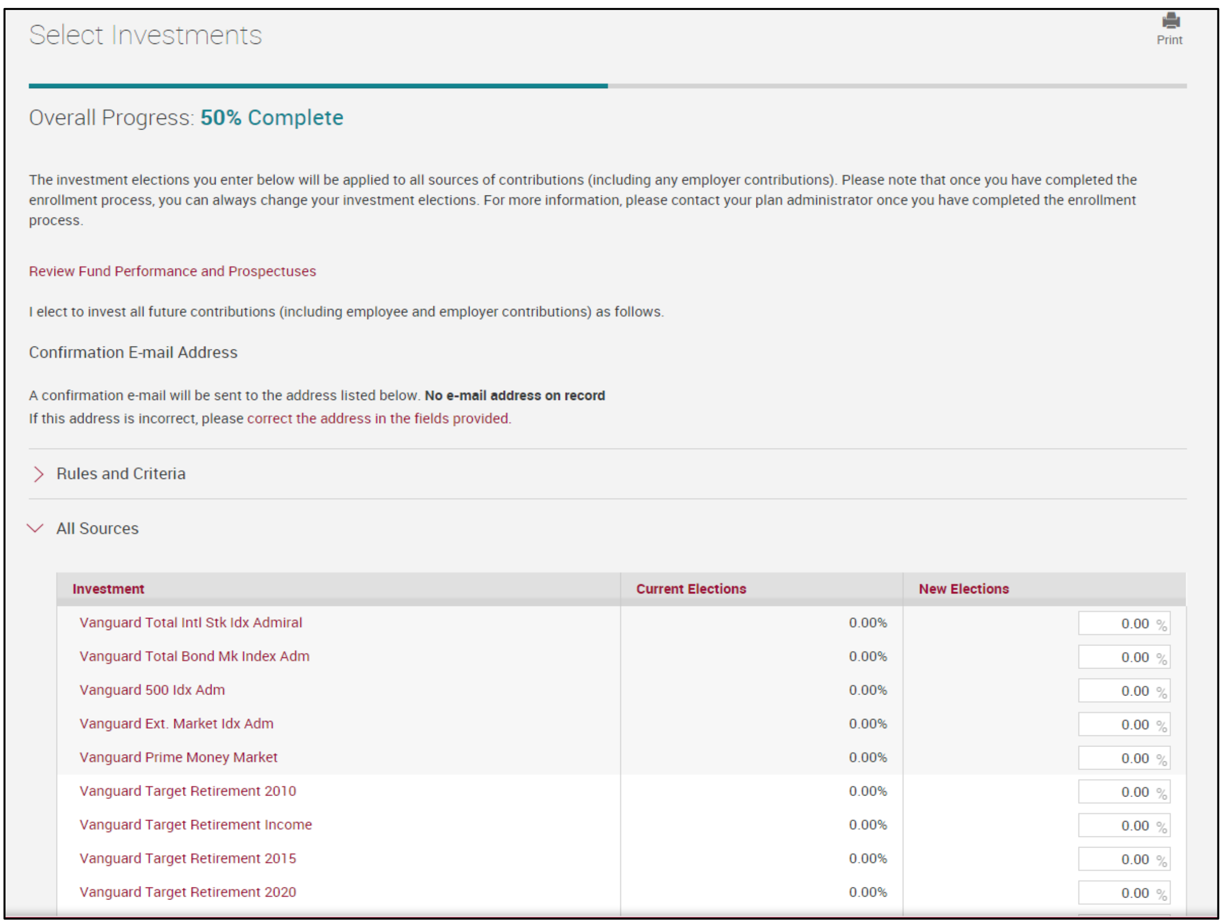
| Security question | Answer |
|---|---|
| **Security question 1**<br>What was the last name of your third grade teacher? | **Answer 1**<br>robinson |
| **Security question 2**<br>Where were you when you first heard about 9/11? | **Answer 2**<br>robinson |
| **Security question 3**<br>What is your oldest sibling's birthdate (mm/dd/yyyy)? | **Answer 3**<br>robinson |

RESET NEXT

Once all sections have been reviewed you can select <Next> to go to the next step.

## Select Investments

This screen allows you to make investment elections based on the investment options your company has selected. You will need to expand each section to see the options in each section.



Select Investments

Print

Overall Progress: **50% Complete**

The investment elections you enter below will be applied to all sources of contributions (including any employer contributions). Please note that once you have completed the enrollment process, you can always change your investment elections. For more information, please contact your plan administrator once you have completed the enrollment process.

Review Fund Performance and Prospectuses

I elect to invest all future contributions (including employee and employer contributions) as follows.

Confirmation E-mail Address

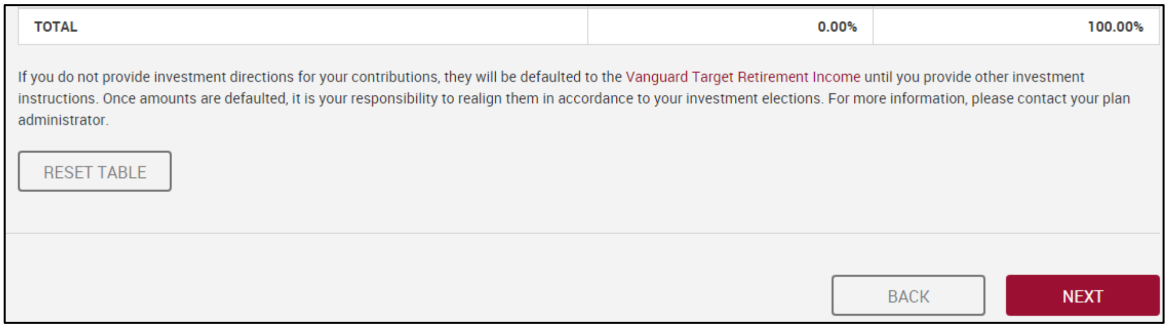
A confirmation e-mail will be sent to the address listed below. **No e-mail address on record**
If this address is incorrect, please correct the address in the fields provided.

Rules and Criteria

All Sources

| Investment | Current Elections | New Elections |
|---|---|---|
| Vanguard Total Intl Stk Idx Admiral | 0.00% | 0.00 % |
| Vanguard Total Bond Mk Index Adm | 0.00% | 0.00 % |
| Vanguard 500 Idx Adm | 0.00% | 0.00 % |
| Vanguard Ext. Market Idx Adm | 0.00% | 0.00 % |
| Vanguard Prime Money Market | 0.00% | 0.00 % |
| Vanguard Target Retirement 2010 | 0.00% | 0.00 % |
| Vanguard Target Retirement Income | 0.00% | 0.00 % |
| Vanguard Target Retirement 2015 | 0.00% | 0.00 % |
| Vanguard Target Retirement 2020 | 0.00% | 0.00 % |

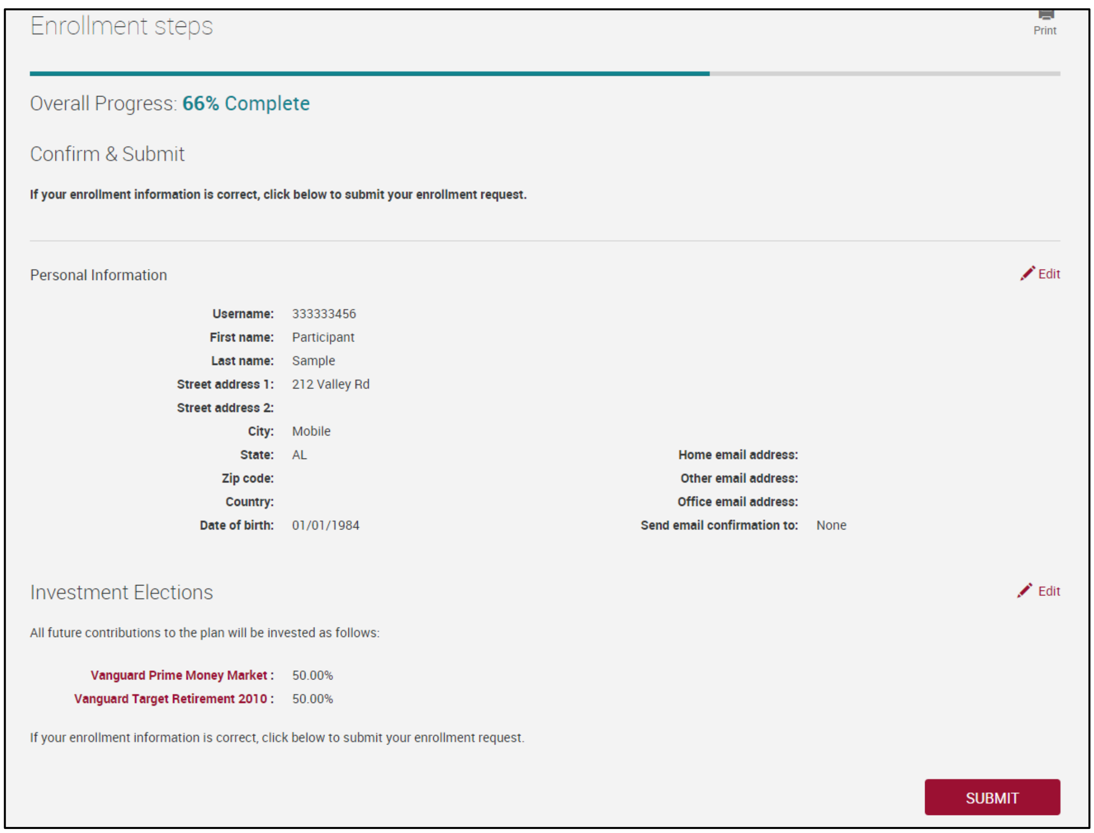
Elections must be made in increments of 1% and must add up to 100%. If you do not choose investments, your contributions will be invested in the plan's default fund. The default fund for your plan will be listed at the bottom of the screen.



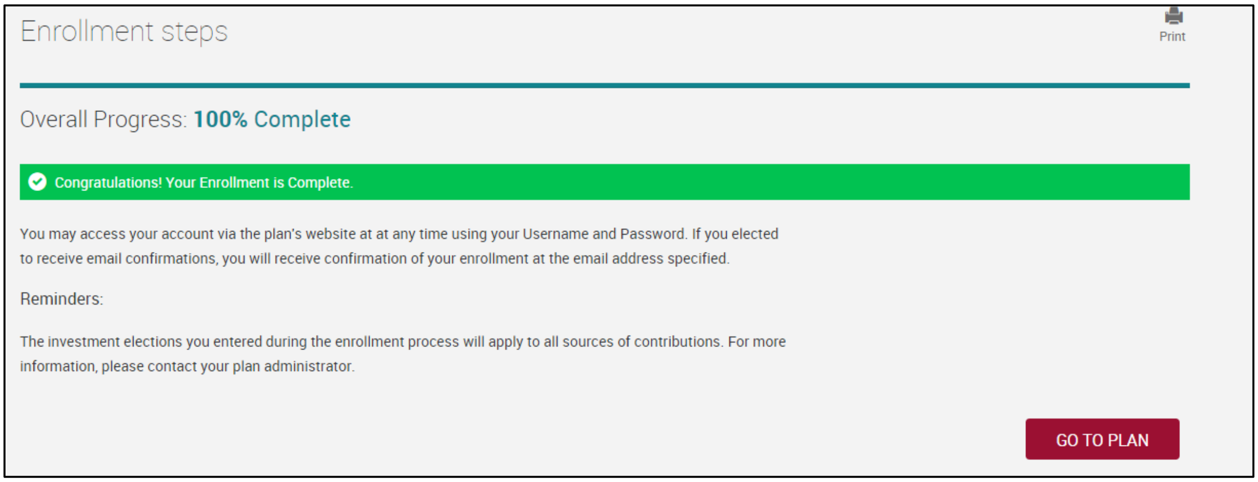

Once you have completed this screen, select <Next> to be taken to the confirmation screen.

## Confirm and Submit

The confirmation screen will show all of the information you have entered. You will need to review this information for accuracy. If you wish to change any of this information, you can do so by selecting the <Edit> option on the right.




Once you have confirmed everything is correct, select <Submit> at the bottom of the screen.




Congratulations on a successful enrollment! Click <Go to plan> to be taken to the plan website.

[back to top]

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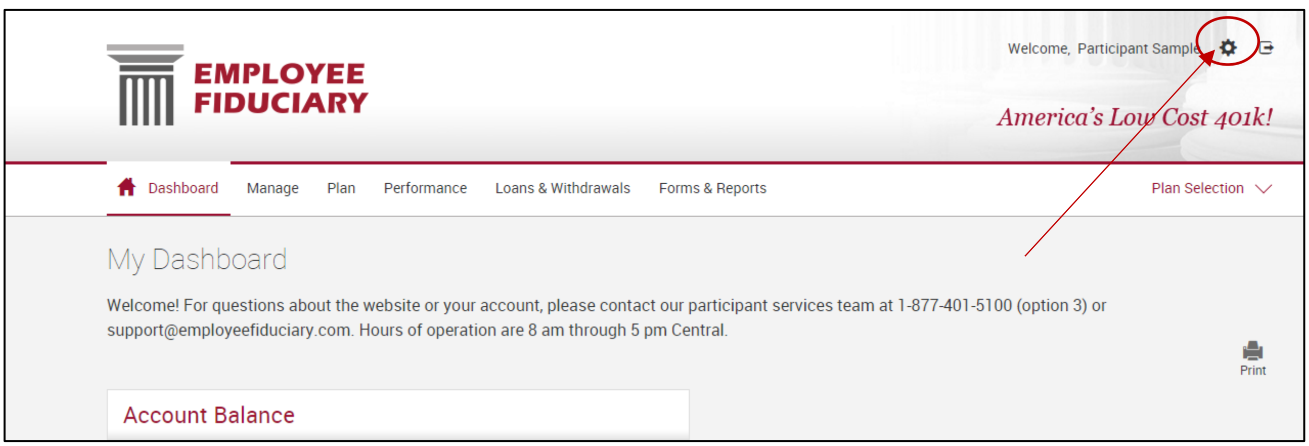
## How do I change my personal information?

You can change your personal information by clicking on the gear icon located at the top right corner of your screen.




Upon clicking on the gear icon, the below screen will populate. Select Personal Info. to edit your personal information.