
ONLINE ENROLLMENT IN AN INSTANT

Your retirement website is a convenient 24-hour tool that allows you to enroll in your retirement plan and easily manage your account.

The benefits of online enrollment are clear:

- Provides ease of use with a user-friendly format and navigation
- Enables you to enroll at the time of day that is convenient for you
- Tracks progress if you need to complete enrollment over multiple sittings
- Allows you to make informed decisions with easy access to plan highlights, fund information and election options
- Allows for timely electronic communication to your employer for payroll processing

How to register and access the participant website for the first time

Go to <https://myaccount.ascensus.com/rplink>.

Select “**Register Here**” on the homepage and click the “**Register Me Now**” link.

Then follow these simple steps to sign up for secure account access:

1. Enter your SSN, date of birth and zip code
2. Create a valid **Web User ID** 8-15 characters long, consisting of letters and numbers only
3. Choose a security question from the options provided and supply an answer
4. Enter your email address
5. Select a security image and enter a security phrase. This will help protect you and your personal information.
6. Create a secure and unique password 8-25 characters long. For security purposes, your password must contain three of the following:
 - Upper case letter
 - Lower case letter
 - Number
 - Symbol
7. Click “**Submit**”. A confirmation email will be sent to the email address you provided in step 4.

How to enroll in your company’s retirement plan

When you log in to the participant website, you will be able to enroll in your plan. As you finish each step, “**Status**” will change from “**not complete**” to “**Completed**”. To begin Click “**Start Enrollment**”.

1. Review plan highlights
2. Set your deferral rate
3. Select your investment options
4. Complete your beneficiary form
5. Review your summary confirmation and click the “**Continue Enrollment**” button to complete online enrollment