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# ONLINE ENROLLMENT IN AN INSTANT

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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