



Plan Administrators, Inc.

INTERNET ACCESS NOTICE

www.mvpplanadmin.com

User ID: Your Social Security Number (No dashes)
Password: The Last Four Digits of Your Social Security Number

We are pleased to offer Internet Access to your account balance in your company's retirement plan.

Login to your retirement plan account at www.mvpplanadmin.com. Once you are at the website go to the **"Login"** box and enter your User ID and Password. Click "Employee".

The chart below lists the functions available to your online plan account and what each function does.

| Function | What Function Does |
|---|---|
| Summary | Shows a summary of your account balance and personal information along with a graphic representation of your investments. |
| Investments – Account Balance | Shows your account balance details by investment, asset class, and source |
| Investments – Investment Election Info | Allows you to view your current investment elections |
| Investments – Contributions | Allows you to view the amount of your latest contribution |
| Investments – View Loans | If you have a loan, this allows you to view specific information about your loan. |
| Investments – Investment Profiles | Allows you to view information about the plan's investments. By clicking on the mutual fund name, you will be taken to www.morningstar.com , an investment research website that provides independent information about each mutual fund |
| Investments – Rate of Return | Allows you to view your personalized rate of return by month, quarter, and year for all of your investments or for any one investment you are in or have been in. |
| Transactions – Investment Elections | Allows you to view and change your current investment elections. Also, you may conform your balance according to your new elections chosen here. |
| Transactions – Transfer Funds | Allows you to move your existing account balance from one investment to another by specifying a dollar amount or a percentage. You may also rebalance your existing account balance according to your existing investment elections or by choosing new investment elections. |
| Transactions – Contributions | If your plan allows changes to be made via this website, this allows you to change your contribution \$ amount or % of pay each pay period . |
| Transactions – Model Loan | If your plan allows loans to be taken, this allows you to view your current loan balance and/or model a loan. |
| Transactions – Transaction History | Allows you to view and download transactions of any type for any time period in which MVP Plan Administrators, Inc. was your Plan's Recordkeeper. |
| Transactions – Web/VRU Requests | Allows you to view transactions that you requested using your web login. |
| Tools – Reports | Allows you to view your official account statement. Also, you can view your account statement for any period of time you specify. |
| Tools – Retirement Calculator | Lets you run retirement planning scenarios for you and your spouse |
| Personal Profile – Personal Info. | Allows you to change information such as your name, address, email address, etc... Make sure to answer the Alternate Verification question. |
| Personal Profile – Beneficiaries | Allows you to view, add, or change beneficiaries to your plan account. However, you should also complete a beneficiary designation form so that your HR department or plan sponsor has a hard copy on file. |
| Personal Profile – Password Change | Allows you to change your User ID and Password |
| Miscellaneous – General Information | If your plan has any special messages or information, they will be found here. |
| Miscellaneous – Link to Advisor Website | If your plan has a link to the plan's advisor, it will be found here. You will be taken directly to their website for more information. |

You may contact your account representative, Alison Carpenter, at MVP Plan Administrators, Inc. by calling toll-free 1-866-687-6877 x114 **OR** 1-866-MVP-MVPP x114.

Retirement Plan Administrators & Consultants

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