

RETIREMENT SERVICES

# Your retirement journey begins here

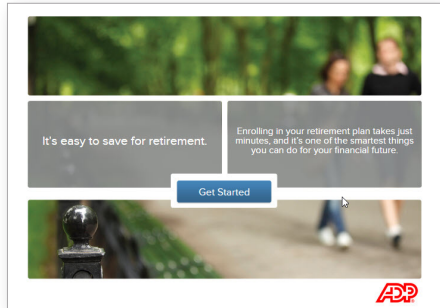
Eight simple steps to begin investing in yourself and your future



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# Welcome!

The first step of any journey is the most important. It gives you a sense of direction and starts you toward a destination. The same is true of your journey to retirement. By enrolling in your employer's retirement plan, you are taking an important first step.

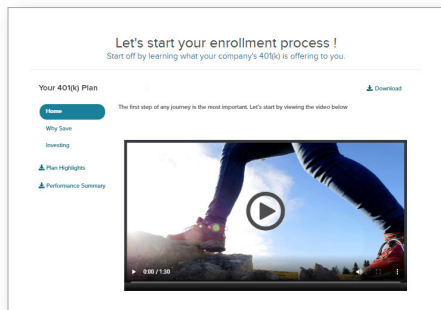


## Step 1: Go to [www.mykplan.com/enroll](http://www.mykplan.com/enroll)

Click on the **"Get Started"** button to begin your enrollment process.

## Step 2: Enter your plan number, passcode and email address

The plan number and passcode were provided to you during an enrollment meeting. If you have misplaced the information or did not receive it, please contact your plan administrator. You can also call ADP's Participant Service Team at 800-MyK-Plan (800-695-7526) and a representative will be able to assist you with this information.



## Step 3: Explore and Enroll

Take some time to explore information on the site. Information about your employer's retirement plan is located in the Plan Highlights and the Performance Summary section provides details about the investments. You can also download a full education kit by clicking the download button.

Click on the **"ENROLL NOW"** button to move to the next step in your journey.

## Step 4: Verify your date of birth

Providing this information allows ADP to provide you with information that may be helpful during the investment election process. **None of the information you enter to complete your enrollment will be stored on this site.**

## Step 5: Select your contribution type and percentage

During this step, you will select how you want to contribute to the Plan (before-tax or Roth 401(k) or a combination of both). You can also select the percentage to each contribution type.

You can click **"View Plan Details"** to view your Plan's highlights, which will contain more complete information on the Plan's contribution types and contribution percentage limits.

Click on **"NEXT"** to continue to the next step.

Choose a savings level

Decide how much to save.  
The percentage you select will be deducted each pay period, subject to maximum contribution limits.

View Plan Details

409(k) before-tax contribution election: 6%

Roth 409(k) contribution election: 0%

NEXT

## Step 6: Investment selection

During this step, you will select your investments and the percentage you want to contribute to each. You can view investment performance by clicking on **"View Fund Performance."**

If your plan includes target date funds and you wish to invest in one of these funds, you may do so. Generally, you would select the fund that is closest to the date you will turn age 65. However, you do not need to select this fund. You can also select a mix of investments to create your own asset allocation. The total of your investment election must equal 100%.

Click on **"NEXT"** to continue to the next step.

Choose your investment election(s)

Here is the complete list of investment options available in your plan.  
You can create your asset allocation from the list of investments offered in your plan. A diversified allocation can help manage risk.

View Fund Performance

Sort by: Alphabetical	Sort by: Fund Category	
Retirement Fund A - Investor Class	100%	Growth and Income
Retirement Fund B - Investor Class	0%	Growth and Income
Retirement Fund C - Investor Class	0%	Growth and Income
Retirement Fund D - Investor Class	0%	Growth

Total 100% must total 100%

What are fund categories?

BACK NEXT

## Step 7: Confirm your investment election(s)

Review your investment election(s). If you need to make changes, select the **"Back"** button. If everything looks good, then select **"NEXT."**

Confirm your investment election(s)

Choose how to invest  
Your contributions will be invested as you designated in the investment options below.

View Fund Performance

100% - Retirement Fund A - Investor Class

1 Where can I find a prospectus/information statement? 2 What are the risks?

For complete information about an investment option, including its objective, risks, fees and expenses, please see the prospectus or, in the case of common fund, the allocation statement. The prospectus or information statement contains this and other important information about the fund and the investment company. Read it carefully before making an investing decision.

BACK NEXT

You're almost finished!

Please enter the information below and click "SUBMIT".

First Name  Middle Initial

Last Name

Email Address

Social Security Number: 123456789

Confirm SSN: 123456789

ⓘ I have read the [privacy statement](#)

By clicking Submit you are authorizing the collection from your data that you choose, which will be tracked in the options you selected.

EDIT INVESTMENT SUBMIT

[Back/Help](#)

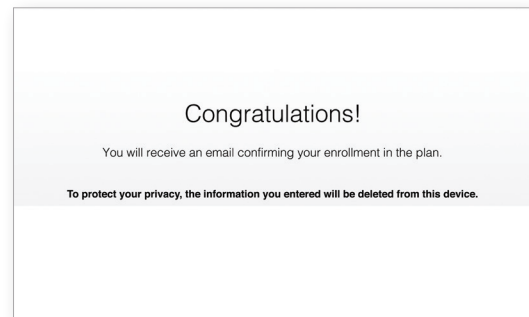
## Step 8: Provide personal information

ADP will need your name and Social Security Number so we can identify your account record from your employer and correctly setup your retirement account.

Once you have confirmed this information is correct, select **"SUBMIT"** to complete your enrollment process.

## Congratulations on taking your first retirement step!

You have just completed a big step towards saving for your future retirement.



## Prefer to set up your account over the phone?

You have access to ADP's automated Voice Response System at **800-MyK-Plan (800-695-7526)** 24 hours a day, 7 days a week<sup>1</sup>.

If you need additional assistance, one of ADP's Participant Service Team Representatives can help. Representatives are available Monday through Friday, 8am to 9pm, Eastern Time.

<sup>1</sup> Generally available 24 hours a day, 7 days a week except for periods of scheduled maintenance. Customer Service Representatives are registered representatives of ADP Broker-Dealer, Inc. (Member FINRA), an affiliate of ADP, Inc. One ADP Blvd, Roseland, NJ.

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Descriptions of plan features and benefits are subject to the plan document. The plan document will govern in the event of any inconsistencies.

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