



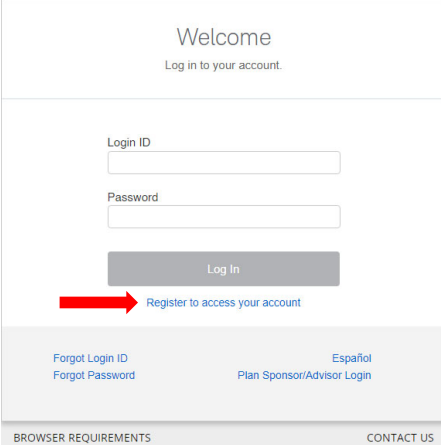
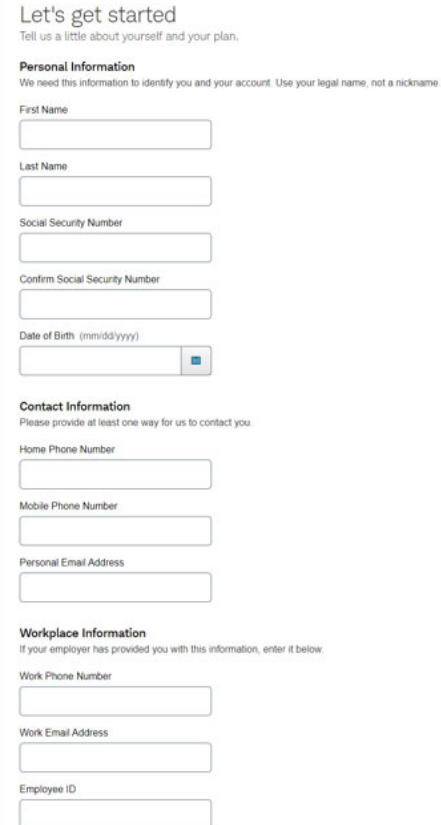
Online Participant Account Registration Guide

Congratulations! You are now eligible to participate in your company's 401(k)/Retirement Plan. This guide will walk you through the steps to **register** and **enroll** for this valuable company benefit.

You will need your mobile phone and/or email account available for registration.

If you need help, please contact us at pwc@beonretirement.com or 800-788-4015 ext. 0.

NOTE: During this enrollment process only use the Save, Continue, or Next buttons at the bottom of the screen to advance to the next page.

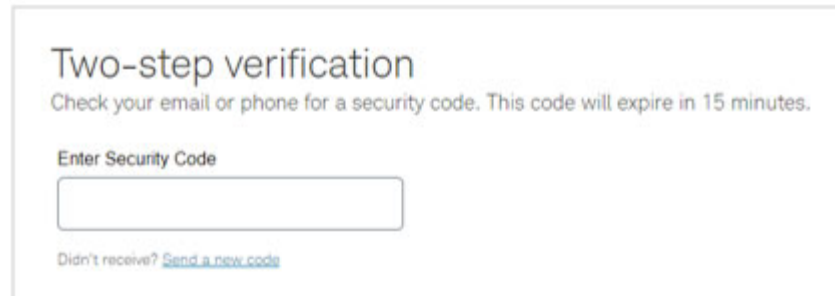
Go To www.beonretirement.com/log-in	
Click the orange Log-In box under Participant	
PART 1 – ACCOUNT REGISTRATION	
<p>Click on the “Register to access your account” link.</p>	
<p>The next screen will ask for some basic information about you.</p> <p>Fill out as much as you can to help the system identify you.</p> <p>Name, Social Security Number, Date of Birth and at least one Email Address or Phone Number are required.</p> <p>Then click Continue</p>	

Account Questions:

View the Contact Us link in the bottom right of the screen or send an email to pwc@beonretirement.com from your corporate or account registered email address

After submitting the form, you should receive a security code via email or text message. Enter the security code and then click **Verify**.

Note: If you do not receive a code within a few minutes, you can select the option to **Send a new code** or click **Help** (in the upper right corner).



Two-step verification

Check your email or phone for a security code. This code will expire in 15 minutes.

Enter Security Code

Didn't receive? [Send a new code](#)

Next, you will need to set up your account security information.

Complete **all** fields on the screen to create a Login ID, Password, and Security Questions.

Then click **Continue**.

Welcome, Jennifer

Create a Login ID and password to complete registration.

Login ID

Confirm Login ID

Password

Confirm Password

Security Question 1

Security Answer 1

Security Question 2

Security Answer 2

Security Question 3

Security Answer 3

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If your registration is successful, you will see the message to the right.

Click "Return to Login".

Log in using the credentials you just created to continue setting up your account.

Follow A or B below

Registration Confirmation

Your registration is complete. To access your account, [log in](#) using your new credentials

[Return to Login](#)

PART 2 – PLAN ENROLLMENT

A. After you login, if your Plan does not offer Online Enrollment you will now be at your account Home Page

Click MY PROFILE in the upper right to Review & Update your personal information

Click "Participant Web FAQ" on the menu bar for tips on how to navigate the site

See you HR department for forms to elect your paycheck deduction amount

Do not continue with the remainder of this guide

B. If your Plan does offer Online Enrollment continue below

IMPORTANT: The process will not be complete until you click the "Enroll Me" button at the bottom of the "Online Enrollment Summary" page.

Click Enroll Now

- Step 1 **My eDelivery**
- Step 2 **My Information**
- Step 3 **My Contributions**
- Step 4 **My Investments**
- Step 5 **My Beneficiaries**

[Enroll Now](#)

Choose Notification Delivery Methods (email recommended)

	PAPER DELIVERY	EMAIL DELIVERY	OPT-OUT OF DELIVERY
Statement Preference (You must provide an email address to receive your eStatement notifications)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Financial Transactions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Future Investment Elections	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Transfers, Realignments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Personal Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Beneficiary Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Account Statement Preference	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
eDelivery Preference	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

[Previous](#) [Next](#)

Enter/Verify/Update Home Address

My Name	ZZZtest2 ZZZTest2	Street Address (Line 1)*	<input type="text"/>
Division Code	0000000000000000	Street Address (Line 2)	<input type="text"/>
Birth Date	01/01/1989	City/Town*	<input type="text"/>
		State/Province*	<input type="text"/>
		Zip/Postal Code*	<input type="text"/>

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Choose your Paycheck Deduction (enter amount to deduct each paycheck)

Regular Employee Contributions

Contribute By

SOURCE NAME	MINIMUM CONTRIBUTION	MAXIMUM CONTRIBUTION	CURRENT VALUE	NEW VALUE
401(K) PRE-TAX ACCOUNT	0%	80%	0%	0%
Total			0%	0%

[Previous](#) [Next](#)

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<p>Choose how to invest your contributions</p>	<p>Your retirement plan's default investment option is: VANGUARD TARGET RETIRE 2055 (100%)</p> <p> <input checked="" type="radio"/> Keep the Default Investment <input type="radio"/> Choose My Own Investments </p> <p>Previous Next</p>																								
<p>Enter your Beneficiaries</p>	<p> <input type="radio"/> No data to display. <input type="radio"/> No beneficiary found. Please click the Add Beneficiary button to create new primary beneficiary. </p> <p>Add Beneficiary Edit Share Percentage</p> <p>Previous Next</p>																								
<p>Review Entries and <u>click "Enroll Me" in Bottom Left to complete your enrollment</u></p>	<p>Edit My eDelivery</p> <table border="1"> <tr><td>Statements</td><td>Email</td></tr> <tr><td>Financial Transactions</td><td>Email</td></tr> <tr><td>Personal Information</td><td>Email</td></tr> <tr><td>Security</td><td>Email</td></tr> </table> <hr/> <p>Edit My Information</p> <p>Address 350 Sentry Parkway, Blue Bell, PA, 19422</p> <hr/> <p>Edit My Contributions</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Contribution Type</th> <th>Amount/Percentage</th> </tr> </thead> <tbody> <tr> <td>401(k) PRE-TAX ACCOUNT</td> <td>Regular</td> <td>0.00%</td> </tr> </tbody> </table> <hr/> <p>Edit My Investments</p> <table border="1"> <tr> <td> (25%) DODGE & COX BALANCED</td> <td rowspan="3"></td> </tr> <tr> <td> (50%) FIDELITY CONTRAFUND</td> </tr> <tr> <td> (25%) VANGUARD SMALL CAP INDEX I</td> </tr> </table> <hr/> <p>Edit My Beneficiaries</p> <table border="1"> <thead> <tr> <th>Beneficiary Name</th> <th>Beneficiary Type</th> <th>Share Percentage</th> </tr> </thead> <tbody> <tr> <td>Mrs zzzTest2</td> <td>Primary</td> <td>100.00 %</td> </tr> </tbody> </table> <p>Schwab Bank Savings</p> <p><small>SCHWAB BANK SAVINGS AND FDIC COVERAGE Schwab Bank Savings ("SBS") is a money market deposit account ("MMDA") established for your Plan at Charles Schwab Trust Bank ("Trust Bank"). The portion of your Plan account that you allocate to SBS is eligible for Federal Deposit Insurance Corporation ("FDIC") insurance up to \$250,000 subject to the FDIC rules concerning aggregation of deposit accounts you hold in the same capacity with Trust Bank. You are responsible for monitoring the total amount of deposits you maintain directly with Trust Bank in an individual retirement account or self-directed employee benefit plan account. Because the deposit insurance rules are complex, you may want to contact the FDIC or use the FDIC's online tool, Electronic Deposit Estimator (https://fdic.gov/edie/), to estimate your total coverage. (0719-9268)</small></p> <p>Enroll Me I agree that my enrollment information is correct.</p>	Statements	Email	Financial Transactions	Email	Personal Information	Email	Security	Email	Source	Contribution Type	Amount/Percentage	401(k) PRE-TAX ACCOUNT	Regular	0.00%	(25%) DODGE & COX BALANCED		(50%) FIDELITY CONTRAFUND	(25%) VANGUARD SMALL CAP INDEX I	Beneficiary Name	Beneficiary Type	Share Percentage	Mrs zzzTest2	Primary	100.00 %
Statements	Email																								
Financial Transactions	Email																								
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<p><u>After</u> clicking Enroll Me – click "LOG OUT" in the upper right</p> <p>Your entries will be captured at the next system refresh of 1:00pm, 2:30pm & 4:00pm eastern time Monday-Friday</p> <p><u>After</u> the system refresh you can log into your account with your new Login ID and Password</p> <p>Click "Participant Web FAQ" on the menu bar for tips on how to navigate the site</p>																									
<p>Once enrollment is complete, review your paycheck and verify your elected amount is being deducted</p> <p>It may be 1 or 2 pay cycles until you see the first deduction</p>																									

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