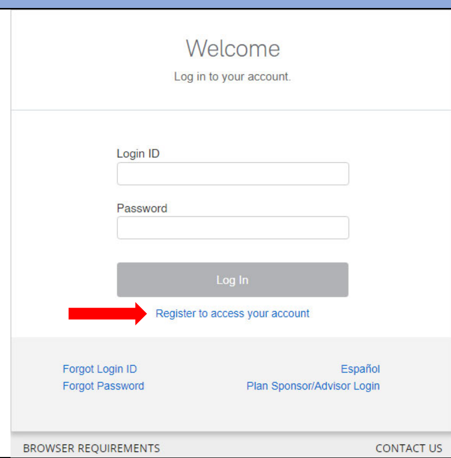
Online Participant Account Registration Guide

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.

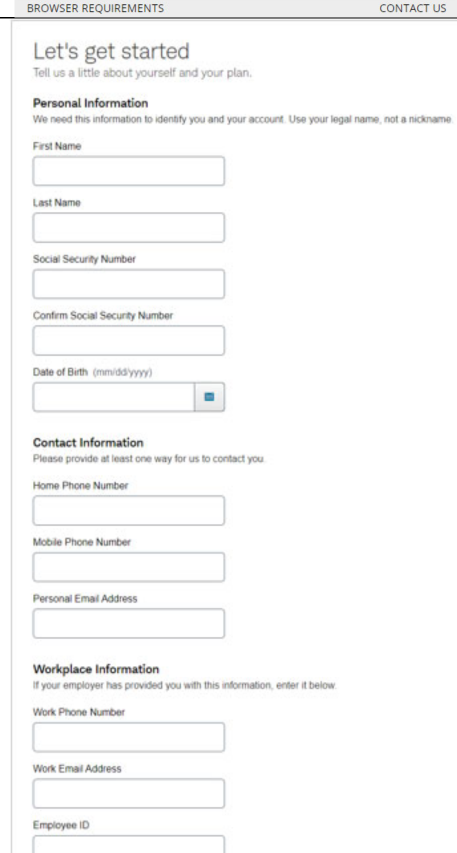
If you need help, please contact us at pwc@beonretirement.com or 800-788-4015 ext. 0.

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.

<table>
<tr><td colspan="2">Go To www.beonretirement.com/log-in</td></tr>
<tr><td colspan="2">Click the orange Log-In box under Participant</td></tr>
<tr><th colspan="2">PART 1 – ACCOUNT REGISTRATION</th></tr>
<tr><td>Click on the "Register to access your account" link.</td><td>
</td></tr>
<tr><td>The next screen will ask for some basic information about you.

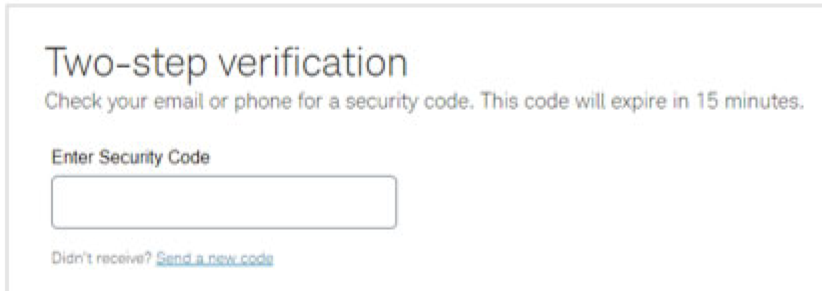
Fill out as much as you can to help the system identify you.

Name, Social Security Number, Date of Birth and at least one Email Address or Phone Number are required.

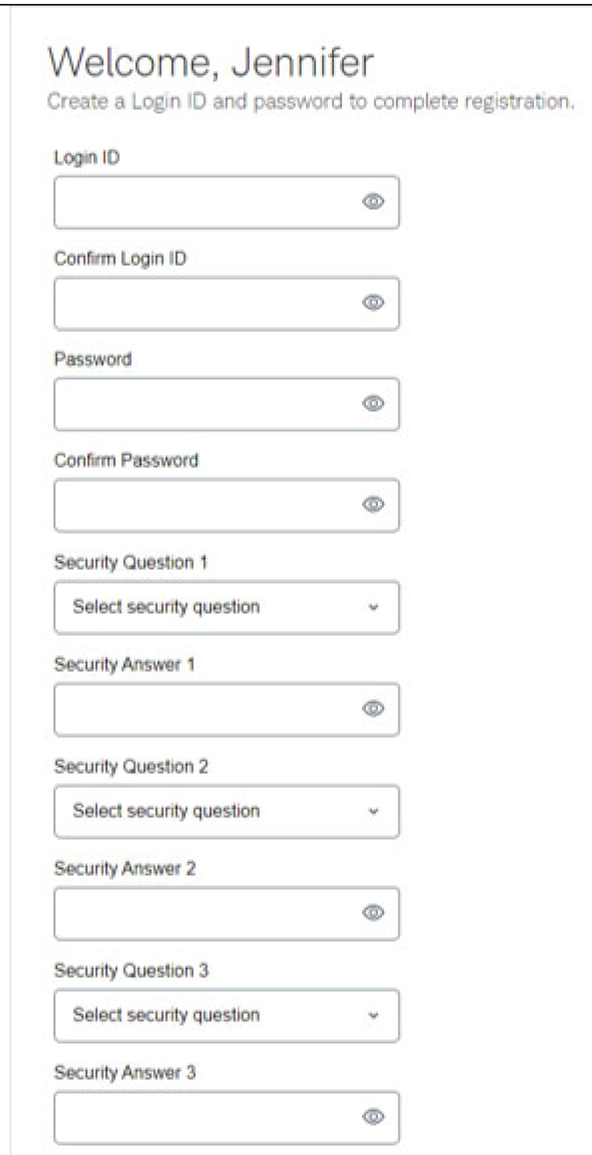
Then click Continue</td><td>
</td></tr>
</table>

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

<table>
<tr>
<td>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).</td>
<td>
</td>
</tr>
<tr>
<td>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.

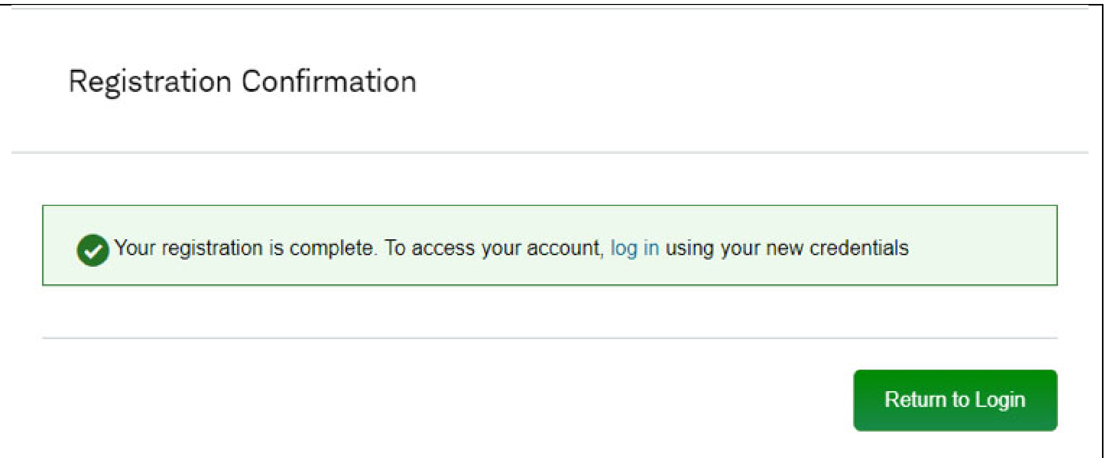
Then click Continue.</td>
<td>
</td>
</tr>
</table>

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



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

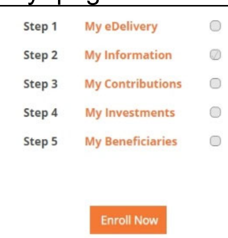
See you HR department for forms to elect your paycheck deduction amount

Do not continue with the remainder of this guide

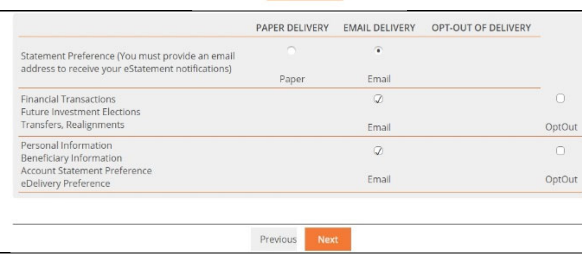
B. If your Plan does offer Online Enrollment continue below

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

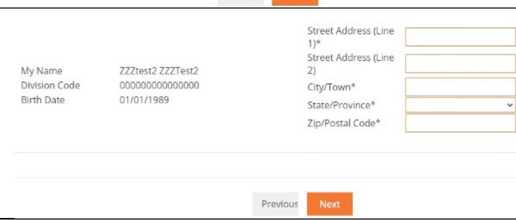
Click Enroll Now



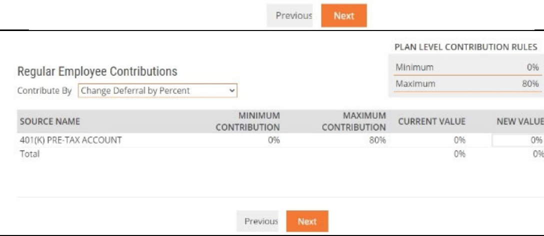
Choose Notification Delivery Methods (email recommended)



Enter/Verify/Update Home Address



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



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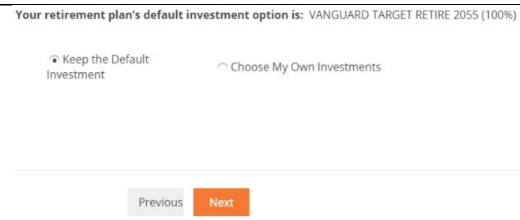
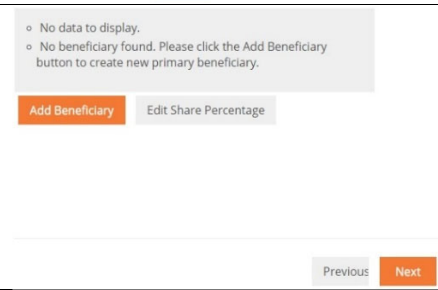
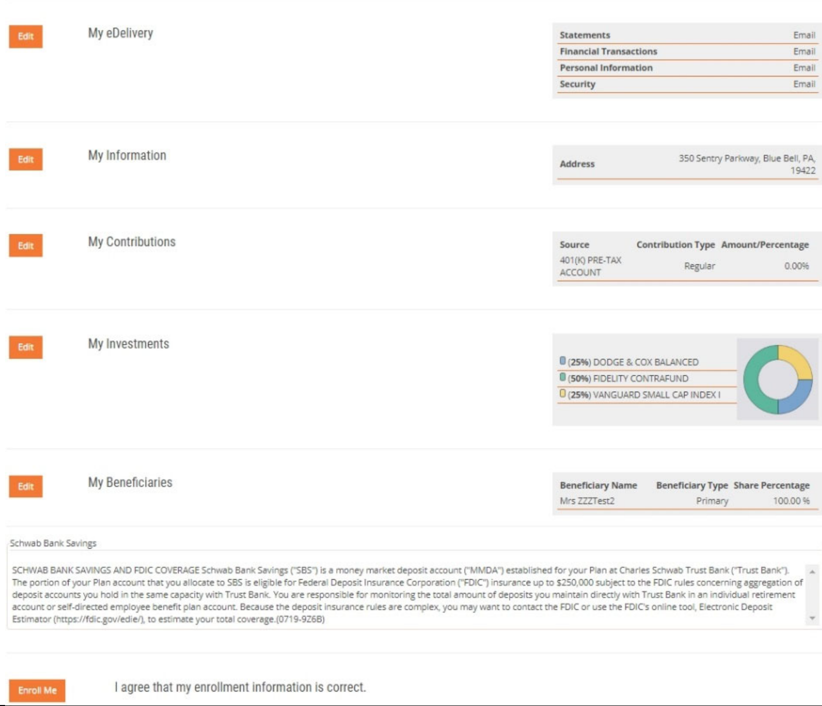
<table>
<tr><td>Choose how to invest your contributions</td><td>
</td></tr>
<tr><td>Enter your Beneficiaries</td><td>
</td></tr>
<tr><td>Review Entries and <u>click “Enroll Me” in Bottom Left to complete your enrollment</u></td><td>
</td></tr>
<tr><td colspan="2"><u>After</u> clicking Enroll Me – click “LOG OUT” in the upper right
Your entries will be captured at the next system refresh of 1:00pm, 2:30pm & 4:00pm eastern time Monday-Friday
<u>After</u> the system refresh you can log into your account with your new Login ID and Password
Click “Participant Web FAQ” on the menu bar for tips on how to navigate the site</td></tr>
<tr><td colspan="2">Once enrollment is complete, review your paycheck and verify your elected amount is being deducted
It may be 1 or 2 pay cycles until you see the first deduction</td></tr>
</table>

<u>Account Questions:</u>

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