



Account Activation & Making Investment Elections Using the Internet

The first time you access the DailyAccess participant Web site (www.dailyaccess.com), you will activate your retirement account and make your investment elections for future payroll contributions.

Talk to your financial advisor for assistance in selecting the investment elections that may be best for you.

Please have your investment elections ready before you access the system.

Once you activate your account, a confidential password will be mailed to your home address, giving you full access to your retirement account information online.

Activating Your Account and Making Your Investment Elections

Go to the dailyaccess Web site and log on

Type <http://www.dailyaccess.com> in the address box of your browser. To access the secure section of the participant Web site, your browser must contain 128-bit encryption. Select the **Participant Access** tab.

Your User Name is your Social Security number, without slashes, dashes, or spaces. (Example: 987654321)

Your Password will be the first four characters of your last name, using the shift key instead of caps lock to capitalize all letters, immediately followed by your entire Social Security number. (Example: SMIT987654321)

Basic information

Enter your email address and telephone number.

Click "Next" at the bottom of the screen.

Making investment elections

Read the Investment Election Choices page carefully.

Making investment elections specifies how future payroll contributions will be invested. This action will not move or change any existing account balances. For further assistance or information, please contact DailyAccess participant support at **888-307-4015** or e-mail support@dailyaccess.com.

Select the appropriate investment election options listed on the screen.

Click "Next" at the bottom of the screen.

If you selected **Modify Investment Elections by Fund** or **Modify Investment Elections by Source**, enter the percentage you wish to invest in each fund/source in the "New %" column. Columns must total exactly 100%.

When complete, click "Next" and follow the instructions.

DailyAccess participant support specialists cannot provide investment related advice. If you need assistance understanding your fund options, please contact your plan sponsor or plan financial advisor.

Review

The final screen allows you to review your basic information and investment elections.

If your name, address or Social Security number is incorrect, do not proceed. Click "Log Out" at the top of the Review screen and contact your plan sponsor to correct your information.

To change your e-mail address, telephone number or investment elections prior to activating your account, click the "Previous" button.

If the information on the Review page is correct, click "Finish" at the bottom of the screen.

Confirmation

Print a copy of the confirmation screen for your files.

Click "Log Out".

Watch the mail

A new password and a confirmation letter will be sent to your address on file, via the U.S. Postal Service. To ensure your privacy and security, you must use your new password to access your account in the future.

Note: All transactions will be processed in order of request as of market close on the same business day.

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**DailyAccess Corporation
participant Web site**

<http://www.dailyaccess.com>

Need help? Contact DailyAccess
participant support at
888-307-4015 or e-mail
support@dailyaccess.com

