



Electronic Enrollment Using the Telephone

Congratulations! By deciding to join your company's retirement plan, you have taken a large step to help insure your financial security when you retire.

The first time you access the automated telephone information system you will activate your retirement account and make your investment elections for future payroll contributions. By making these elections, each time a payroll contribution is made the amount will be

invested according to the investment election percentages you have chosen.

The steps below outline how to enroll and make your investment elections for future payroll contributions. Talk to your financial adviser to assist you in selecting the investment elections that may be appropriate for you. Please have your investment elections ready before you access the system.

Access the System and Make Your Investment Elections

Access the system Dial (800) 217-2240. At the voice prompt, select 1 for English or 2 for Spanish.

Enter your Social Security number, then your PIN Follow the prompt and enter your Social Security number and personal identification number (PIN), followed by the pound (#) sign. The first time you access the system, your PIN will be the last four numbers of your Social Security number. For security reasons, the system requires that you change your PIN number the first time you access the system.

Press

1

After changing your PIN, you will hear several sets of prompts.

Press 1, to access your personal account information.

Press

ABC
2

Then, Press 2 to access investment information.

Press

ABC
2

Then, Press 2 to change your investment election information. Select this prompt to make investment elections for the first time. This prompt is for future payroll contributions only and does not move or change any pre-existing account balances.

Make your investment elections

Listen carefully. Some plans offer the option to select investment elections by fund and by source. A list of your available investment elections will be presented.

To invest in a fund, enter the percent, in whole numbers, followed by the pound (#) sign.

To skip an investment, press the pound (#) sign only.

Confirm your investment elections

When your investment elections total 100%, the system will repeat the choices you have made.

Press 1 to confirm your investment elections. The voice prompt will return you to the previous menu, without further confirmation.

Press 9 to cancel. The voice prompt will return you to the main menu.

Exit the system

To exit the system, simply hang up your telephone. Each time you make a change on the automated telephone information system, a confirmation letter will be mailed to your address on file, via the U.S. Postal Service.

DailyAccess Corporation
Automated Telephone
Information System
800-217-2240

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



Note: all transactions will be processed in order of request as of market close on the same business day that the request is made.

For further assistance or information, please contact DailyAccess participant support at

888-307-4015

or email support@dailyaccess.com.