

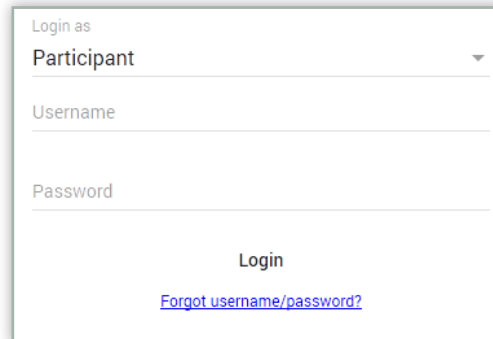
How to Register Your Account and Modify Your Enrollment

www.go-retire.com/scm

Follow these step-by-step instructions on how to register/modify your enrollment in your company retirement plan account and designate your beneficiaries; an important and valuable step toward securing a successful retirement outcome. Your Retirement Account can be registered online or by downloading the free GoRetire mobile app. The GoRetire app is available for iOS and Android devices. These options will give you simple and easy access to your account anytime, anywhere.

1. Register Your Online Access

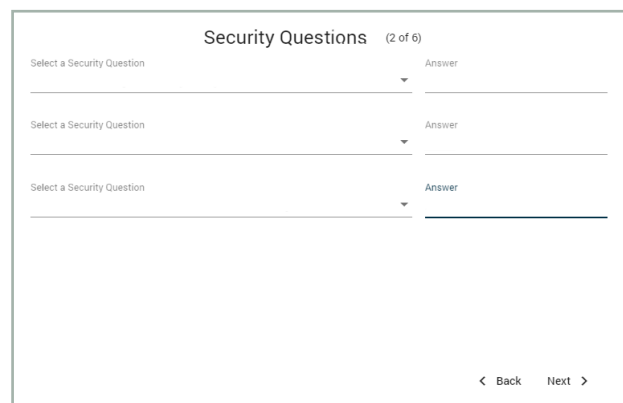
a. Navigate to your companies Go-Retire site and choose Participant under Login as. Enter your current Username and Password. Your Username is defaulted to your social security number (no dashes) and your password will be your date of birth in MMDDYYYY format.



b. Using your social security number to login will require you to choose and confirm a new Username. All users are required on initial login to choose a new password. It must contain between 8 and 20 characters, one number, one upper and one lower case letter, one special character and no spaces.



c. In the event you forget your password you can reset it by answering a Security Question from the login page. You are required to choose and answer three different questions from the preselected list.



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2. Verify, Enter, or Update Your Personal Information

- a. Review or enter your current home address. If any changes are required to the information displayed you can make those changes here.

Address (3 of 6)

Address 1 914 Buttonwood St	Address 2 Apt 3F
City Reading	Select a State Pennsylvania
	Zip 19604

[< Back](#) [Next >](#)

- b. Enter your contact information. E-mail address is a required field.

Contact (4 of 6)

Home phone (123) 456-7890	Work phone
Mobile phone	Email marketing@epicrps.com

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- c. Review and confirm the information you entered in the previous steps. Click **Submit** if everything is accurate.

Confirm (5 of 6)

Create New Username Chevychase1!	In what city did you meet your spouse/significant other? city
What is the name of your favorite childhood friend? friend	What is the first name of the boy or girl that you first kissed? kiss
Address 1 914 Buttonwood St	Address 2 Apt 3F
City Reading	State Pennsylvania
Zip 19604	Home phone (123) 456-7890
Email @epicrps.com	

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3. Two Factor Authentication

- a. This next step allows you to add additional levels of security to your online account by enabling Two Factor Authentication. You can choose the method of authentication (none, Google Authenticate, Text Message, E-mail) and the timing of authentication (all logins or only logins from a new device).

Two-Factor Authentication Options (6 of 7)

Two-factor authentication is a feature that adds an extra layer of security by asking you to enter a unique security code in addition to your password. You can choose to enter it every time you log in, or only on new devices you haven't logged in with before.

Choose which type of two-factor authentication to enable

None Google Text Message E-Mail

Choose when two-factor authentication is required

All Logins New Devices Only

Continue >

- b. If you have enabled Two Factor Authentication a passcode will be sent to you. Enter the code you receive and click Submit.

Validate Code (7 of 7)

A code has been sent to your email on file. To confirm you have access to this email please enter the code below and submit. If you did not receive a code select resend to send it again. If the problem persists go back and select different options or contact the Participant Service Center.

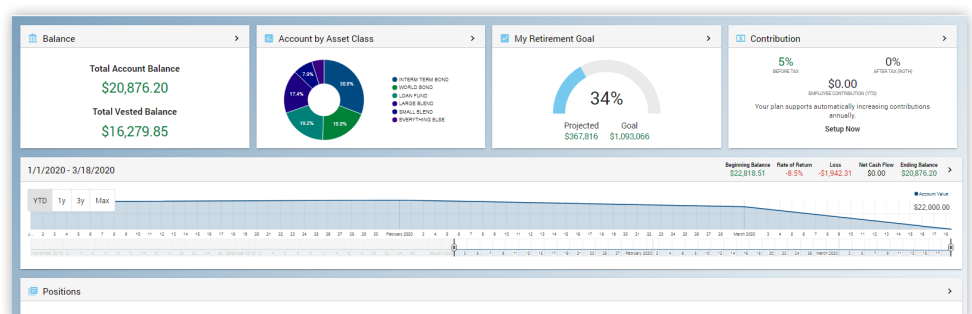
Passcode _____

< Back Resend Submit >

- c. *Note:* Regardless of Two Factor Authentication settings, as a security measure any time your account is accessed from a new device you will receive an e-mail notification. If you receive a notification and suspect that someone has accessed your account without permission contact your plan administrator immediately.

4. Retirement Account Home Page

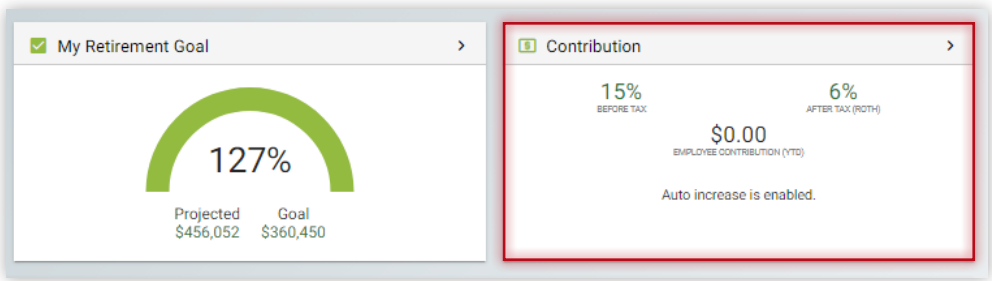
- a. You will be automatically taken to your retirement account Home Page.



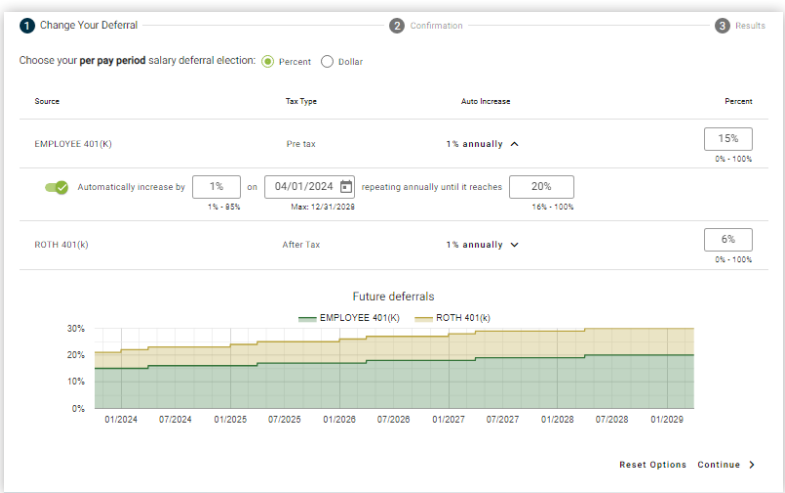
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5. Set/Verify Your Contributions

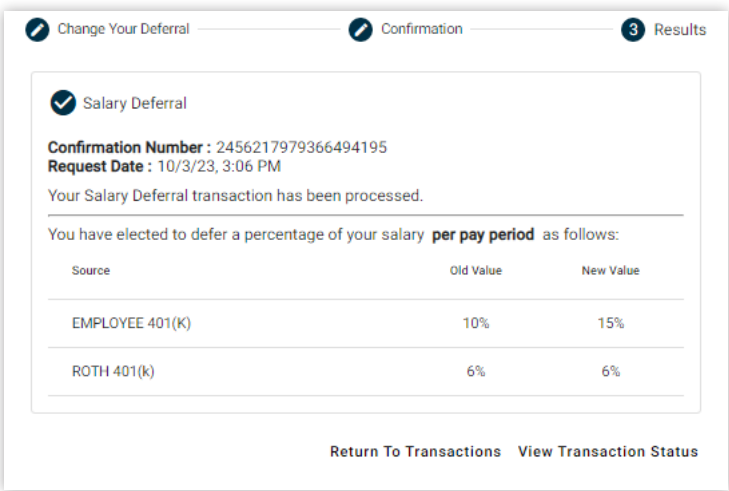
- a. If your contribution has been defaulted by your plan administrator, please verify the election reflected on your home page Contribution tile. If correct, please proceed to step six.
- b. To make changes or enroll for your retirement plan contributions, select the **Contribution** tile.



- c. Enter the desired contribution percent/dollar amount for the appropriate contribution source.
- d. If you would like to enroll for an annual auto increase of your contribution amount, you can also do so from this screen.
- e. Once the desired contributions are reflected, select **Continue**.



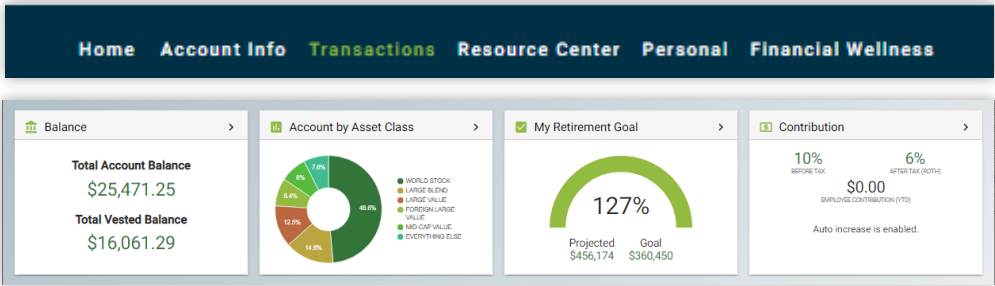
- f. A confirmation of your elections will appear.



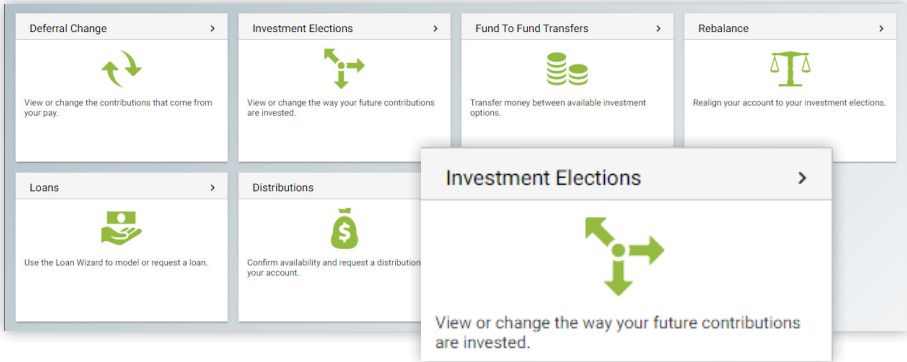
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6. Select Your Investment Elections

a. From the Home page, select **Transactions** from the Top Menu bar.



b. Select the **Investment Elections** Tile.



c. Review your plans investment options from the list of funds available. You may select the fund name for additional information pertaining to the fund (fact sheet, prospectus)

1

Edit Elections

2

Confirmation

3

Results

Your current investment elections are shown below. To change your investment elections for future contributions enter the new percent value for each fund in the New Election field. Remember, this change will only affect the investment of future contributions, not your existing account balance.

Fund	Ticker	Asset Class	Current Election	New Election
VANGUARD S&P 500 INDEX	VFINX	LARGE BLEND	50%	<input type="text" value="50%"/>
AGGRESSIVE	0334	OTHER	50%	<input type="text" value="0%"/>
FIDELITY US GOV'T RESERVES	FGRXX	OTHER	0%	<input type="text" value="50%"/>
VANGUARD BOND INDEX TOTAL FUND	VBMFX	INTERM TERM BOND	0%	<input type="text" value="0%"/>
FID FREEDOM 2010 FUND	FFFCX	ASSET ALLOCATION	0%	<input type="text" value="0%"/>
FID FREEDOM 2000 FUND	FFFBX	ASSET ALLOCATION	0%	<input type="text" value="0%"/>
FID FREEDOM 2020 FUND	FFFDX	ASSET ALLOCATION	0%	<input type="text" value="0%"/>
FID FREEDOM 2030 FUND	FFFEX	ASSET ALLOCATION	0%	<input type="text" value="0%"/>
FID FREEDOM 2040 FUND	FFFFX	ASSET ALLOCATION	0%	<input type="text" value="0%"/>
FEDERATED STOCK AND BOND FUND	FSTBX	DOMESTIC HYBRID	0%	<input type="text" value="0%"/>
DAVIS GROWTH FUND	RPEAX	MID CAP BLEND	0%	<input type="text" value="0%"/>
JANUS TWENTY FUND	JAVLX	LARGE GROWTH	0%	<input type="text" value="0%"/>
MFS RESEARCH FUND	MFRFX	LARGE BLEND	0%	<input type="text" value="0%"/>
PUTNAM INTERNATIONAL EQUITY	POVSX	FOREIGN STOCK	0%	<input type="text" value="0%"/>

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d. Your new election percentages must total 100% before you can move on to the next step.

Please note, if you would like to rebalance all of your current account balance into your new lineup, you must select the checkbox below your fund listings.

☒ I'd like to also rebalance my current account balance to match the new election percentages entered above.

Clear EntriesReset Options< CancelContinue >

To use the following fund(s), contact your plan advisor or plan administrator to open an account.

Fund

PCRA BROKERAGE ACCOUNT

e. You will be provided with a summary of changes, if correct, please select **Submit Request**.

1 Edit Elections2 Confirmation3 Results

Investment Election

Source For Transaction: All Sources

50%50%

LARGE BLEND

OTHER

Fund

VANGUARD S&P 500 INDEX

AGGRESSIVE

Rebalance

You elected to rebalance your investments as follows:

50%50%

LARGE BLEND

OTHER

Fund	Current Amount (Estimated)	New Amount (Estimated)
AGGRESSIVE	\$24,471.25	\$12,235.62
VANGUARD S&P 500 INDEX	\$0	\$12,235.62

< BackSubmit Request >

f. A confirmation screen will appear to confirm the transaction has been submitted.

1 Edit Elections2 Confirmation3 Results

Investment Election

Confirmation Number : 2456218095330607177

Request Date : 10/3/23, 3:16 PM

Your Investment Election transaction has been processed.

Source For Transaction: All Sources

Fund

VANGUARD S&P 500 INDEX

AGGRESSIVE

Rebalance

Confirmation Number : 2456218095330607176

Request Date : 10/3/23, 3:16 PM

Your Rebalance transaction has been processed.

You elected to rebalance your investments as follows:

50%50%

OTHER

LARGE BLEND

Fund	Current Amount (Estimated)	New Amount (Estimated)
AGGRESSIVE	\$24,471.25	\$12,235.62
VANGUARD S&P 500 INDEX	\$0	\$12,235.62

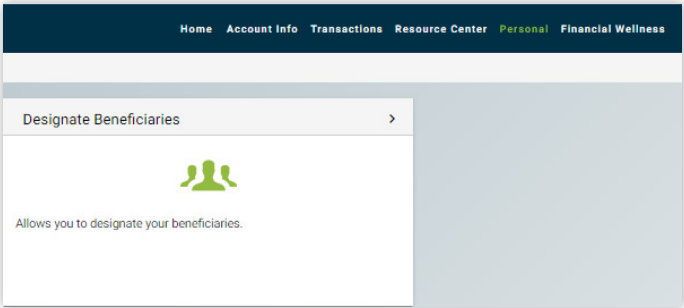
Return To TransactionsView Transaction Status

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For assistance with your account and the website, participants are always welcome to speak directly to a Service Center Representative, by phone or e-mail. Bilingual support is available from 8:00am until 8:00pm EST, Monday through Friday. For plan participants who prefer e-mail, representatives will assist with inquiries sent to help@go-retire.com.

7. Designate Your Beneficiaries

a. From the Home page, select **Personal** from the top menu bar



b. The fields marked with asterisk's are required to designate an individual beneficiary. There is no limit to the number of beneficiaries that may be designated.

A screenshot of the 'Designate Beneficiaries' form. At the top, there are four steps: 1. Designate Beneficiaries (active), 2. Marital Status, 3. Confirm Beneficiaries, and 4. Results. Below the steps, a table lists existing beneficiaries: Stevie Melyk (Primary, Father, 50%) and Jane Doe (Primary, Mother, 50%). Below the table is a form to add a new beneficiary. The form includes fields for Name (Person), Type (Primary), Percentage*, First Name*, MI, Last Name*, Relationship, SSN, Birth Date*, Address 1, Address 2, Foreign Address (checkbox), City, State, and Zip. A 'Remove' button is at the bottom right of the form. At the bottom of the page, it says 'Add New Beneficiary' and 'Primary Beneficiaries currently total 100%'. A 'Continue' button is at the bottom right.

c. Confirm your marital status, beneficiaries, and **Submit**. Please note, if you are married, you must have written spousal consent to designate other than 100% of death benefits to your spouse, i.e., non-spouse primary beneficiaries.

A screenshot of the 'Confirm Beneficiaries' step. It shows a confirmation message: 'Confirmation Number: 2456193300417032403', 'Request Date: 7/30/19, 3:50 PM', and 'Your Beneficiaries transaction has been processed.' Below this, it says 'You have elected to change your beneficiaries as follows:' and shows a table with one beneficiary: My Husband (Primary Beneficiary, Address: , CA, Percentage: 100%, Birth Date: 11/03/1979). At the bottom right, there is a 'Done' button.