DEFINITI

How to Use the Online Participant Portal

Welcome to Definiti

During an online session in the Participant Portal, you can:

- View a summary of your account
- Elect how you would like to receive your statements
- Get help accessing your account or navigating the website

How to Login to Your Account

- Visit https://www.yourbenefitaccount.net/login/
- Enter your User ID and Password and Select *Participant* from the dropdown box, then click on *Login*. **For first time users**, your **Username** is your Social Security number (no dashes), and your **Password** is the last 4 digits of your Social Security number
- You will be prompted for a one-time PIN confirmation

Always use the Logout button to end your online session.

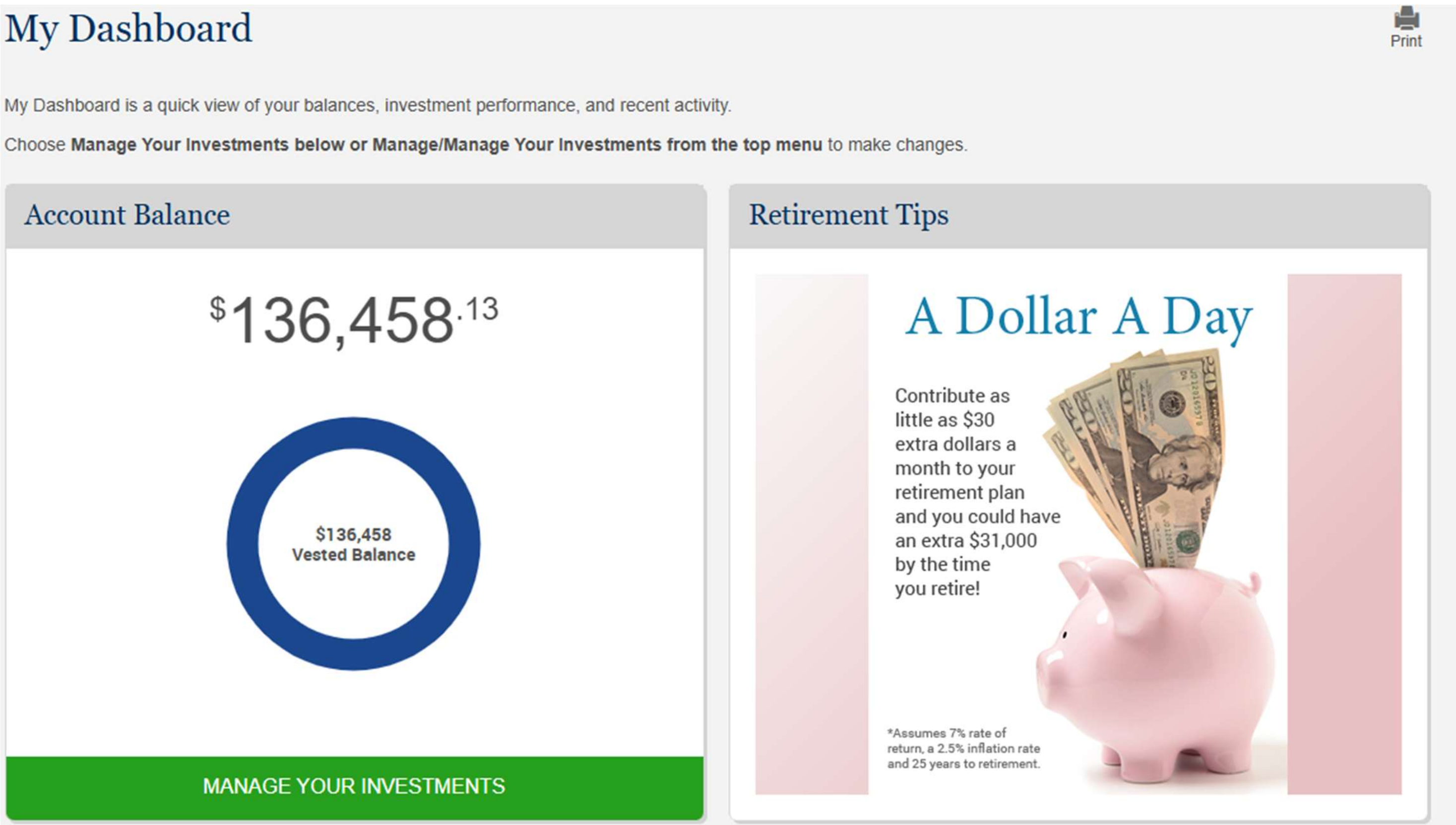
HELPFUL TIPS

- ☐ When you request a change, you will receive a confirmation number which you can use to reference the transaction in the future.
- ☐ Requests, while processed into the database, may not take effect immediately.
- ☐ If you have problems logging in immediately after changing your ID/Password, please revert to your previous ID/Password and try again. Call (888) 744-4015 if you need further assistance.

How can I get a quick view of my retirement account?

- Access your retirement account online
- On **My Dashboard** screen, view **Summary**

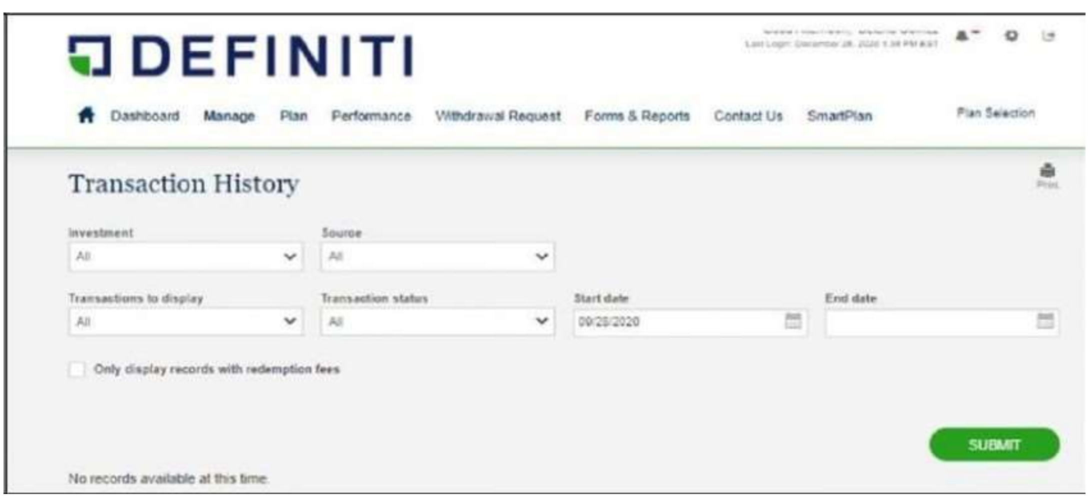
The top portion of the screen will give you a visual view of your total account balance by fund. The bottom portion of the screen will provide you investment, Fund ID, Performance, balance, and any recent activity. The Dashboard also allows you to pull up performance models by 1-year, year-to-date, etc.



How do I view my transaction history on the website?

- Access your retirement account online
- Click **Manage**
- Click **Transaction History**

The top portion of the screen allows the user to select from drop down boxes to define their search criteria, by selecting Investment, Source, Transaction to display, Transaction status, Start Date and End Date. The bottom half of the screen displays the transactions which meet the selected criteria. If no transactions meet the criteria, no transactions will be displayed.



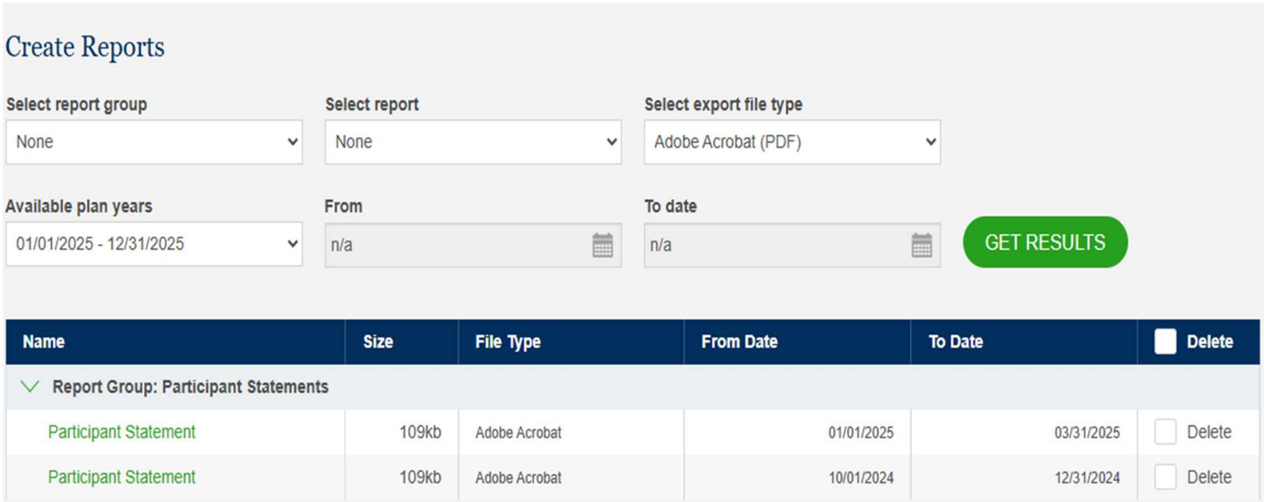
How do I request to receive my Quarterly Statement via paper, electronically or both?

- Access your retirement account online
- From the top menu bar, select **Forms & Reports**, then select **Reports** from the drop-down menu

- Select how you would like to receive your statements be completing one of the options listed

How do I access my Quarterly Statement electronically?

- Access your retirement account online
- From the top menu bar, select **Forms & Reports**, then select **Reports** from the drop-down menu
- Under Create Reports, click on **Report Group: Participant Statements** and the available statements will be listed
- Click on the statement you wish to view



What if I have questions relating to the website?

- Access your retirement account online
- Call the Definiti Participant Service Center at (888) 744-4015