ONLINE ENROLLMENT & WEB ACCESS GUIDE

Shoreline School District #412
403(b) Plan
Plan Features

The 403(b) program is designed to offer a broad range of quality mutual funds and annuities that provide an opportunity to build a diversified retirement plan portfolio. Program options may include:

- Online web enrollment, view account balances, monitor transaction history, and download administrative forms.
- Update personal information, perform transactions or request an exchange of dollars between mutual funds.
- Generate transaction approval certifications for loans, transfers, and distributions.

Participant Loans

If an employee meets certain requirements, the program offers the option to receive a loan from the Plan. Issuance of a new loan is contingent on receipt of information from current and prior investment providers. Loan requests that meet IRS requirements are generally approved within 3 business days from receipt of information required from investment providers. Please allow sufficient time for vendors to respond with required information. Loans must be repaid or the outstanding balance may become taxable upon default and future loans may be prohibited until repayment.

Note: Check with your investment provider to determine if loans are permitted from your vendor account.

Online Plan Access

Once you have enrolled in the Plan, you may view your account balances, modify your choice of investment providers, monitor contributions, and initiate investment transactions.


Plan Enrollment

Employees can enroll in the Plan using the attached Plan Access Code.

Any employee who is employed may participate in the Plan. Salary deferral information will be provided to your employer for entry into the payroll system subject to employer guidelines.

Enrollment in the Plan is a two-step process. In addition to making a salary deferral election and selecting a company to receive your contributions, you will need to complete the necessary documentation required by the selected investment provider. You should immediately contact a vendor representative for assistance in establishing your investment account if such an account does not currently exist. Failure to establish a contract or custodial agreement with your selected vendor may prevent timely investment of your funds.

For further information on the enrollment process, you may contact the PenServ office listed below.

Contact for Further Information

PenServ Plan Services, Inc.
Website: [http://www.penserv.com](http://www.penserv.com)
Phone: (800) 849-4001
Fax: (803) 791-5925
Mailing Address: P.O. Box 3109 | West Columbia, SC | 29171
Email: 403bservice@penserv.com
Vendor Options

The 403(b) Plan is offered to Shoreline School District #412 employees as an opportunity to supplement their retirement program with salary deferrals contributed to a choice of annuity contracts or mutual fund products.

Enrolling in the 403(b) Plan is a two-step process for participants:

Step 1: You should review the list of available investment providers and select an active vendor from the list below. If you do not currently have an account with the vendor you selected, contact a representative who will assist you with the necessary documentation required to establish an account with the investment company.

Step 2: Enroll in the Plan. Elect a salary deferral amount and designate your selected vendor using the enrollment steps provided in this document. Failure to establish a contract or custodial account with your selected vendor may prevent timely investment of your contributions.

The following investment providers have been approved to accept contributions for the plan. Contributions cannot be accepted by any other company.

<table>
<thead>
<tr>
<th>Active Vendor Name</th>
<th>Investment Company Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ameriprise Financial Services</td>
<td>Phone (800) 257-8740 <a href="http://www.ameriprise.com">http://www.ameriprise.com</a></td>
</tr>
<tr>
<td>AXA Equitable</td>
<td>Phone (800) 628-6673 <a href="http://www.axaonline.com">http://www.axaonline.com</a></td>
</tr>
<tr>
<td>Foresters Financial Services, Inc.</td>
<td>Phone (800) 423-4026 <a href="http://www.forestersfinancial.com">www.forestersfinancial.com</a></td>
</tr>
</tbody>
</table>
| Great American Insurance Group              | Jason Hitz, Great American Advisors, Inc. Phone (800) 438-3398  
directconnectteam@gafri.com                |
<p>| Oppenheimer Funds                           | Phone (888) 470-0862 <a href="https://www.oppenheimerfunds.com">https://www.oppenheimerfunds.com</a>           |
| Reliastar Life Insurance Company            | Phone (877) 882-5050                                             |
| Security Benefit                            | Phone (800) 888-2461 <a href="http://www.securitybenefit.com">http://www.securitybenefit.com</a>             |
| Variable Annuity Life Insurance Company (VALIC) | Phone (800) 548-9651 <a href="http://www.valic.com">http://www.valic.com</a>                      |</p>
<table>
<thead>
<tr>
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</table>
| Voya Retirement Insurance and Annuity Company | Phone (800) 525-4225  
Vendor Plan Number: VT1120  
http://www.ingretirementplans.com |
| Waddell & Reed                           | Phone (888) 923-3355  
http://www.waddell.com                  |

For additional information or for assistance with this process, please contact PenServ Plan Services, Inc. at:
Phone: 800-849-4001 | Email: 403bservice@penserv.com
Mailing Address: P.O. Box 3109, West Columbia, SC 29171
Enrollment & Using the Plan Website

Welcome to the Shoreline School District #412 403(b) Plan. Enrollment in the plan is easy. You simply need to follow the instructions prompted on the Plan's web page. The website is supported by programs designed to protect your personal information. The system recognizes upper and lower case characters; therefore, if you enter capital letters in your User Name or Password the same upper or lowercase will be required each time you enter the information.

Plan Website Address: [http://www.penserv.com/login](http://www.penserv.com/login) and select: First Time Visitor?

Enrollment Process

Enter: Your Social Security Number

Enter the Plan Access Code: **shsd2567**

**Step 1** Enter your personal information.

Items marked with an asterisk (*) must be completed before you can proceed to the next step.

**Username Information:** This information is used to access your account, direct transactions and invest your contributions. The system is designed to protect your personal information; the codes you enter here should not be shared with another individual. For security purposes, you may not use sequential numbers or letters (i.e. 123 or abc), your name, Social Security Number, or symbols (i.e. @, !, &).

**Verification Question:** This code is used as an identifier in case you forget your account password or need assistance from a participant services representative.

**Email Address:** Required for communication purposes and notification of changes applied to your account.

**Step 2** Deferral Elections.

This window allows you to select the amount to contribute each pay period. Annual limitation information is also provided. Select "Change" from the Action drop down list to indicate you are entering a deferral amount. Enter the Pre-Tax Contribution amount to be applied to each paycheck.

**Step 3** Select investments for your new contributions.

The investment election percentages you enter will be applied to the Money Source you selected. Please note that once you have completed the enrollment process, you can always change your investment election percentages.

**Step 4** Review and confirm your entries.

Please review the information you provided for the Plan. Be certain you check the entries carefully; the data will be used to establish permanent plan records and access to your account.

Congratulations! Your enrollment is complete.

You may access your account through the Plan’s website (displayed above) at any time using your Username and Password. If you elected to receive email confirmations, you will receive confirmation of your enrollment at the email address entered during the Enrollment Process.

**Important Security Information**

The Password you have entered for your account is secured by the system and should be protected and not shared. Anyone requesting access to this information will be denied unless the information you have entered can be provided.
Enrollment Information Worksheet

The following information will be required to logon to the website: http://www.penserv.com/login

User Name
This is a 6 - 12 character alpha-numeric field that you use when you logon to the website. It is established during enrollment on the website. This information should remain confidential as it permits access to your account and personal information.

Password
A 6 - 8 character field that works in conjunction with your User Name to protect the security of your account.

Verification Question
This is a question you will be asked to answer if you forget or misplace your Password. With a correct response, the PenServ system will be able to provide information that will permit you to reset your password.

Personal Information
This includes your name, address, and home phone, as well as your date of birth, date of employment and marital status. This information will help to determine eligibility for certain plan transactions and will be compared to the date provided by your employer.

Email Address
If you provide an email address at the time of enrollment, we will be able to confirm the entry of your data to the website. When you enter a request, an email notification will automatically be sent to the address provided. Only the participant can change the email address in the system.

Salary Deferral Contributions
The amount you are electing to have deferred from your salary each pay period. The information you enter will be transmitted to your employer for entry into the payroll. To change your elections, simply logon to the website and enter the new information.

Vendor Selections
You should review the list of available investment providers and select an active vendor from the list on the Vendor Options page. If you do not currently have an account with the vendor you selected, contact a representative who will assist you with the necessary documentation required to establish an account with the investment company.

Review & Confirm Your Entries
The system permits you to make changes to your elections before submitting the data to the system. Please review the information carefully, and submit to your Plan.

Logging Into Your Account After Enrollment
Once you have saved your User Name and Password to the system, the program captures your entries and you must logon using the participant selection on the Login Screen. You will no longer be able to enter as a “First-Time User.”

Assistance
For further assistance, please contact a PenServ Participant Services Representative at: (800) 849-4001 (8:00 am - 5:00 pm ET)
Email: 403bservice@penserv.com