Online Distribution

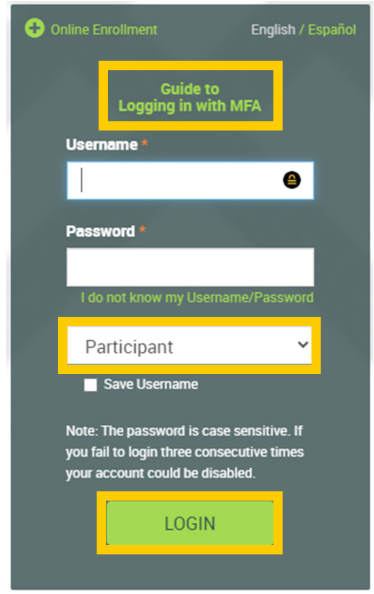
Visit https://retirementplanconsultants.info and click **Account Access**.

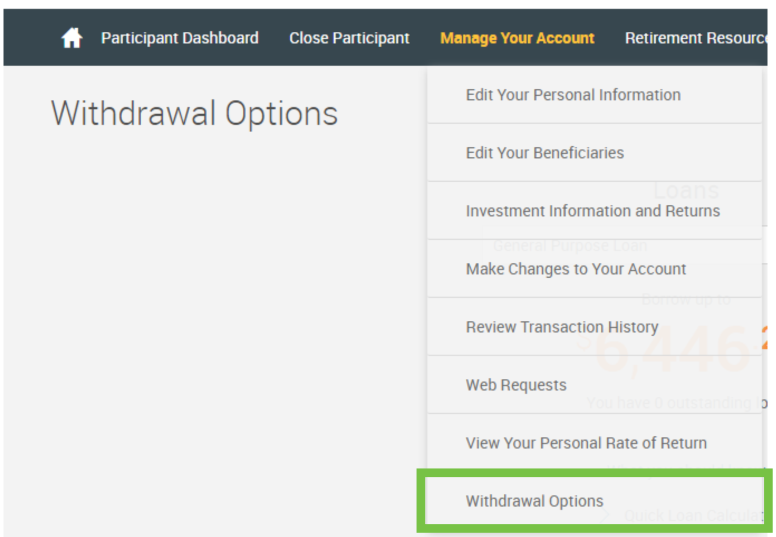
Type in your **Username** and **Password**, or follow the instructions provided in your welcome letter.

Select role from dropdown menu: **Participant**

Click the **Login** button

A One-Time PIN (OTP) is required to login using multi-factor authentication (MFA). If you need additional guidance with the OTP process, click the **Guide to Logging in with MFA** link (located at the top of this gray login box).



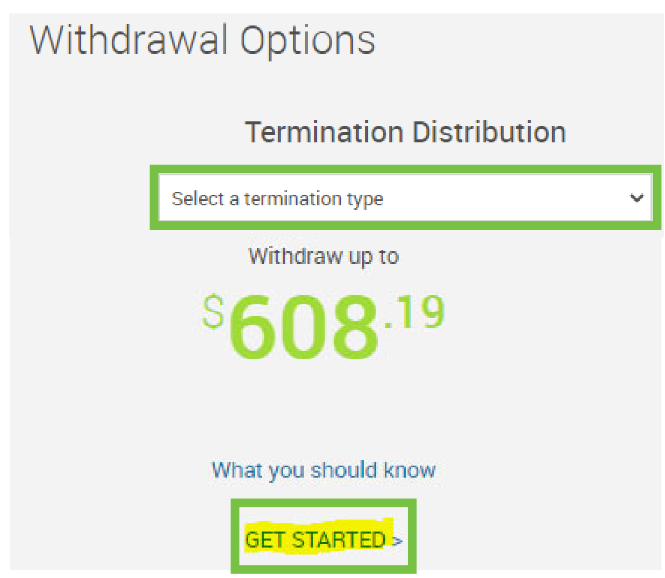


On the Participant Dashboard, click the **Manage Your Account** tab.

Select **Withdrawal Options** from the dropdown menu.

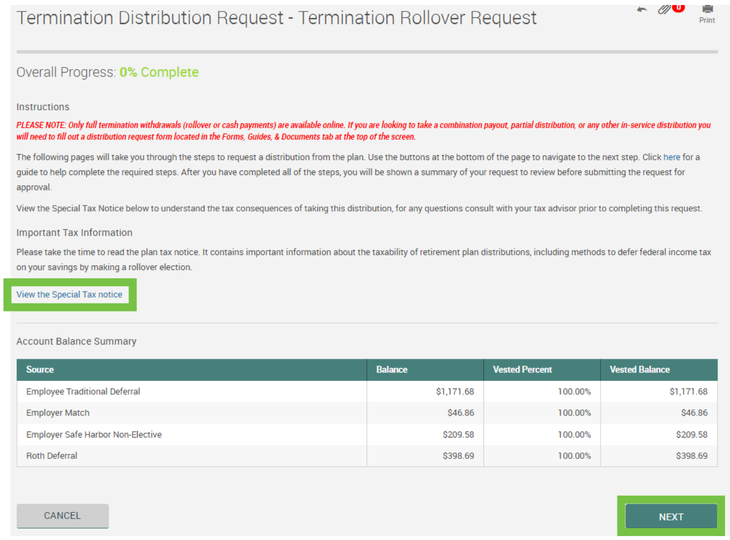
When the **Withdrawal Options** screen is displayed click the **Select a termination type** dropdown arrow and select the **Termination of Service** option from the list.

Click the **GET STARTED** link.

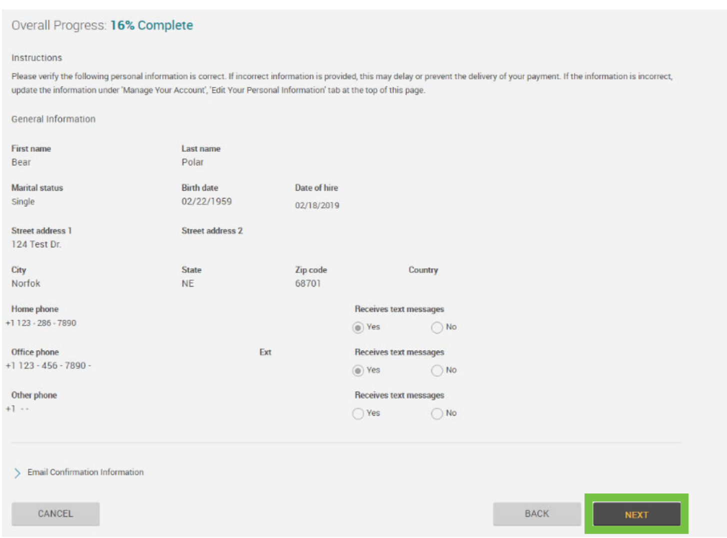


Online Distribution

Read the Instructions and click the **View the Special Tax notice** link to review that information. Once the Special Tax Notice has been reviewed, click the **Next** button.



Source	Balance	Vested Percent	Vested Balance
Employee Traditional Deferral	$1,171.68	100.00%	$1,171.68
Employer Match	$46.86	100.00%	$46.86
Employer Safe Harbor Non-Elective	$209.58	100.00%	$209.58
Roth Deferral	$398.69	100.00%	$398.69



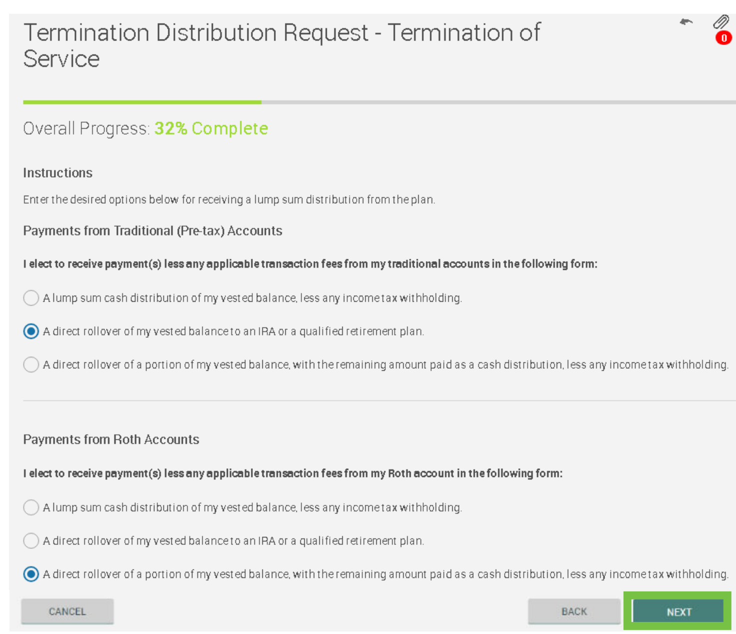
Review and verify your General Information. If updates are needed, go to the **Manage Your Account** tab at the top of this screen and select the **Edit Your Personal Information** option from the dropdown menu.

Once the information is updated, return to the **Withdrawal Options** page and select **Continue** to proceed with your request. Once everything looks correct, click the **Next** button.

Choose the payment option(s) that meet your needs and click the **Next** button.

Cash Withdrawals are taxable and will be paid out to you less any federal and/or state tax withholdings.

Rollover Requests are non-taxable rollovers to an IRA or qualified retirement plan.

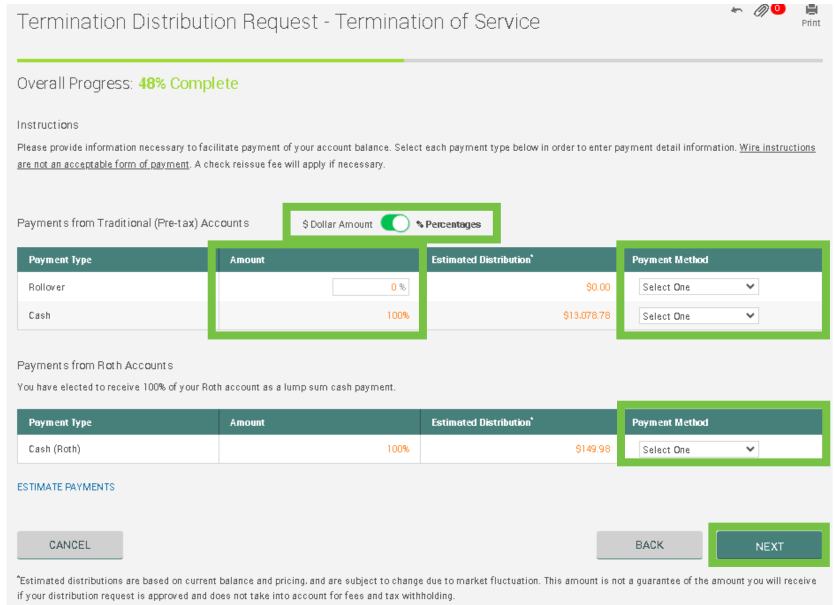


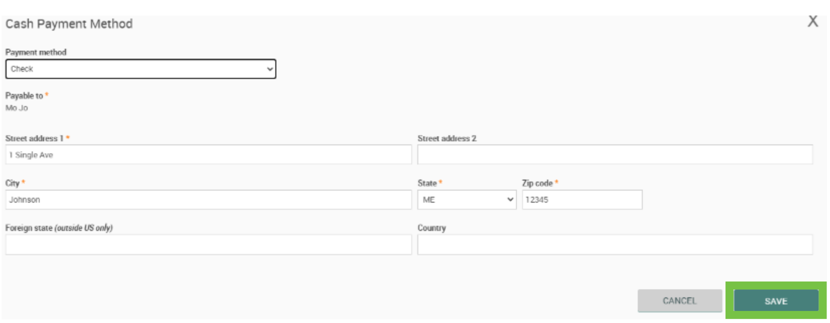
Online Distribution

Review the payment type(s) and estimated amount(s) shown on the next screen. If you chose the option to Rollover a portion of your assets with the remaining amount in cash, choose **Percentage** or **Dollar Amount** for your rollover then indicate the Amount.

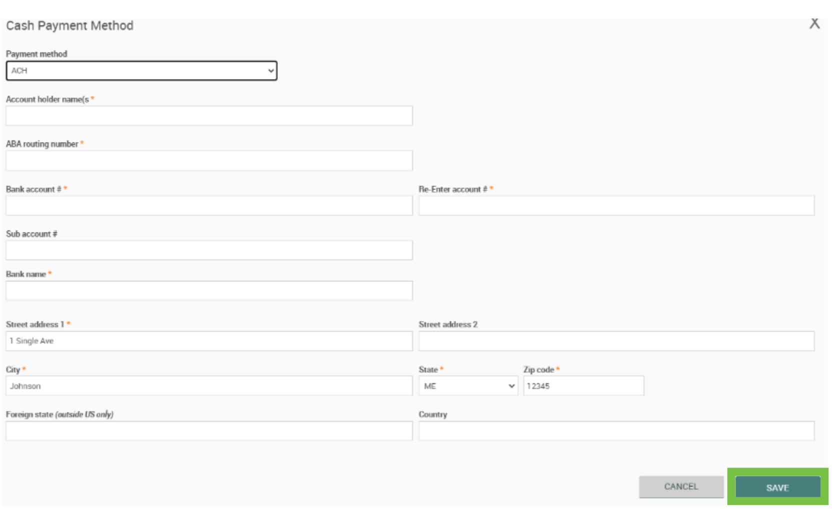
Choose your payment method(s) from the dropdown menus next to each payment type.

Rollover payments are only allowed by check.



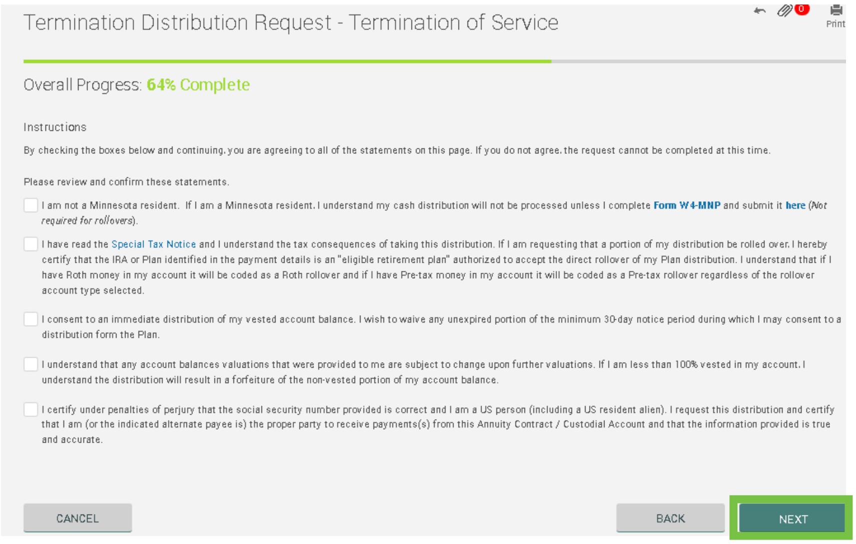


For Check Payment(s), complete the related information, then click the **Save** button. *Fields marked with an asterisk are required.*



For ACH Payment(s), complete the related information, then click the **Save** button. *Fields marked with an asterisk are required.*

Online Distribution


Termination Distribution Request - Termination of Service

Print

Overall Progress: 64% Complete

Instructions

By checking the boxes below and continuing, you are agreeing to all of the statements on this page. If you do not agree, the request cannot be completed at this time.

Please review and confirm these statements.

- I am not a Minnesota resident. If I am a Minnesota resident, I understand my cash distribution will not be processed unless I complete **Form W4-MNP** and submit it **here** (*Not required for rollovers*).
- I have read the Special Tax Notice and I understand the tax consequences of taking this distribution. If I am requesting that a portion of my distribution be rolled over, I hereby certify that the IRA or Plan identified in the payment details is an "eligible retirement plan" authorized to accept the direct rollover of my Plan distribution. I understand that if I have Roth money in my account it will be coded as a Roth rollover and if I have Pre-tax money in my account it will be coded as a Pre-tax rollover regardless of the rollover account type selected.
- I consent to an immediate distribution of my vested account balance. I wish to waive any unexpired portion of the minimum 30-day notice period during which I may consent to a distribution form the Plan.
- I understand that any account balances valuations that were provided to me are subject to change upon further valuations. If I am less than 100% vested in my account, I understand the distribution will result in a forfeiture of the non-vested portion of my account balance.
- I certify under penalties of perjury that the social security number provided is correct and I am a US person (including a US resident alien). I request this distribution and certify that I am (or the indicated alternate payee is) the proper party to receive payments(s) from this Annuity Contract / Custodial Account and that the information provided is true and accurate.

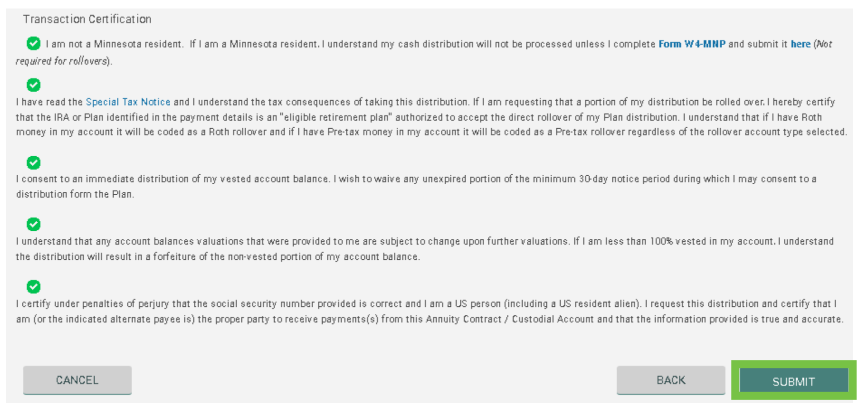
CANCEL BACK NEXT

Review and confirm the statements by checking the box to the left of each statement. Then click the **Next** button.

Confirm all details on the final screen are correct, then click the **Submit** button.

If changes are needed, click the **Back** button to make the necessary adjustments.

The **Cancel** button will discontinue the entire distribution request. Your entries will not be saved.


Transaction Certification

- I am not a Minnesota resident. If I am a Minnesota resident, I understand my cash distribution will not be processed unless I complete **Form W4-MNP** and submit it **here** (*Not required for rollovers*).
- I have read the Special Tax Notice and I understand the tax consequences of taking this distribution. If I am requesting that a portion of my distribution be rolled over, I hereby certify that the IRA or Plan identified in the payment details is an "eligible retirement plan" authorized to accept the direct rollover of my Plan distribution. I understand that if I have Roth money in my account it will be coded as a Roth rollover and if I have Pre-tax money in my account it will be coded as a Pre-tax rollover regardless of the rollover account type selected.
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- I understand that any account balances valuations that were provided to me are subject to change upon further valuations. If I am less than 100% vested in my account, I understand the distribution will result in a forfeiture of the non-vested portion of my account balance.
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CANCEL BACK SUBMIT

Upon submission, your distribution request will be moved on for the necessary approvals prior to processing.

Please allow 10-14 days for processing. To review the status of your request, go to **Manage Your Account**, then select **Web Requests**.