

Online Enrollment Quick Start Guide

Logging In for the First Time

Access the AccountLink System: www.WebAccountLink.com
Your temporary User ID is your Social Security number and your temporary PIN is the last four digits of your Social Security number.

NOTE:

Please exclude any dashes in your Social Security number when entering it here. Rather than using "XXX-XX-XXXX" use "XXXXXXXXXX."



If your employer has not yet established your account, you will receive a message indicating that your User ID or PIN is incorrect. Please notify your Human Resources department before trying again.

Security Questions

Since this is the first time logging in, you will be asked to provide four security questions and answers. These will be used when retrieving a lost PIN or when you are logging in from an unfamiliar or public computer.

Alternate Verification Questions	
Question	Answer
What is your mother's maiden name?	***
What is your pet's name?	***
Where were you born?	***
What was your high school mascot?	***

Choose which questions you would like to be asked in the future and provide the answers in the adjacent answer boxes. The answers you provide are case sensitive. When finished, click on the "Submit" button.

The 4 Steps to Online Enrollment

1

Personal Information

Your User ID and PIN are case sensitive

- Enter your User ID (6-12 alphanumeric characters).
- Enter your PIN (6-8 alphanumeric characters).
- Re-enter your PIN for verification.
- Fill out the required fields (marked with a red asterisk *)
- Fill in the appropriate email address fields .
- Select the email address to which you would like email confirmations sent.
- Click the "Next" button to continue.

Username Information	
Establish your User ID (6-12 alphanumeric digits, case-sensitive)	benfranklin (alphanumeric digits, case-sensitive)
Establish your Password	***** (digits, case-sensitive)
Re-enter Password:	*****

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2 Contributions (If applicable for your Plan. Some Plans require paper forms).

This is where you can specify (between 0.00% or \$0.00, and your Plan's maximum amount) how much you wish to contribute each pay period to the plan. This number must be a whole percent and end in .00 (i.e. 3.00, 12.00, 19.00, Not 3.25, 12.5, 19.75, etc.). Click the "Next" button to continue.

To proceed to the next step or return to a previous step, click on the name of the step in the arrow and that form will be displayed. Your data will be saved when you leave a form but your enrollment will be complete only after you receive confirmation of your changes and select the Finish button.

Current Contribution Amounts

Last WebPhone Contribution	Total
Pre-Tax Deferral	\$0.00 per pay period

Change Contribution Amounts Changes Pending

Please enter a contribution percentage or dollar amount that your employer will deduct from your compensation each payroll period for deposit to your account.

Rules and Criteria

Action	Contribution Type	Percent/Dollar	Current Contribution Rate	New Contribution Rate
Change	Pre-Tax Deferral	Percent (%)	1.00	per pay period

This dollar limit applies to all 401(k) Plans you have contributed to during this year. Please enter the amount contributed, if any, to another 401(k) plan this year.

Amount contributed: 0.00

[PREVIOUS](#) [NEXT](#) [RESET](#)

3 Investment Elections

This step allows you to choose your preferred investments. To do this, enter the percentage of your contribution you wish to apply towards each fund (at least 5.00%). Please make sure your election adds up to 100%. Clicking on any investment option will link you to Morningstar® for additional fund information.

When finished, click the "Next" button.

Fees/Trading Rules **Investment Product Details**

Rules and Criteria

All Sources

Investment	New Election
Aggressive Portfolio	0.00 %
Balanced Portfolio	0.00 %
Bond Portfolio	0.00 %
Conservative Portfolio	0.00 %
Vanguard Total Bond Index - Signal	0.00 %
Vanguard Total Stock Market Index - Signal Shares	0.00 %
WisdomTree Emerging Mkts Small Cap Div	0.00 %
WisdomTree International Small Cap Dividend Fund	0.00 %

4 Confirmation

If you need to modify any of your entries, click on the corresponding "Edit" button.

Once you are satisfied with your entries, click the "Finish" button. You will receive an e-mail confirmation at the e-mail address you have previously supplied in Step 1.

Beneficiary Designation Form

Select "Click Here" to download the Beneficiary Designation Form for completion. Once completed and signed please return to your company's human resources department.

Your Enrollment is now complete and you will receive a confirmation via email and in writing to the address provided. Press the "Continue" button to access the plan website.