

Online Enrollment In An Instant – From Desktop Or Mobile



The benefits of online enrollment

- Enjoy user-friendly navigation
- Enroll when it's convenient for you
- Complete enrollment over multiple visits, if needed
- Easily access plan highlights, fund information, and election options

Enrollment is just the beginning

- Set and track progress with the personal calculator
- Stay updated with the News and Communications center
- Access fund information, educational guides, and more.

Your retirement website is a convenient tool that allows you to enroll in your retirement plan and easily manage your account.

How to register and access the employee website for the first time

From a desktop computer or mobile device, visit myaccount.ascensus.com/rplink.

Look for **Set Up Your Online Account** at the bottom of the screen and click **Get Started**.

Then, follow these simple steps to sign up for secure account access:

1. Enter your Social Security number, date of birth, and zip code.
2. Create a valid web user ID (8-15 characters long, consisting of letters and numbers only).
3. Choose a security question from the options provided and supply an answer.
4. Enter your email address.
5. Select a security image and enter a security phrase.
6. Create a secure and unique password (8-25 characters). For security purposes, your password must contain at least three of the following:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Symbol
7. Click **Submit**. A confirmation email will be sent to the email address provided in step 4.

How to enroll in your company's retirement plan

Once you've created an account on the employee website, you'll be able to enroll in your plan. As you finish each step, **Status** will change from **Not Complete** to **Completed**. To begin, click **Start Enrollment** and complete these steps to start saving for retirement.

1. Review plan highlights.
2. Set your savings rate.
3. Select your investments.
4. Complete a beneficiary form as available for your plan.*
5. Review your summary confirmation and click the **Continue Enrollment** button to complete online enrollment.

*This functionality isn't available on our mobile website; users can connect to the full site to set/change beneficiaries.