

# 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](https://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.

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