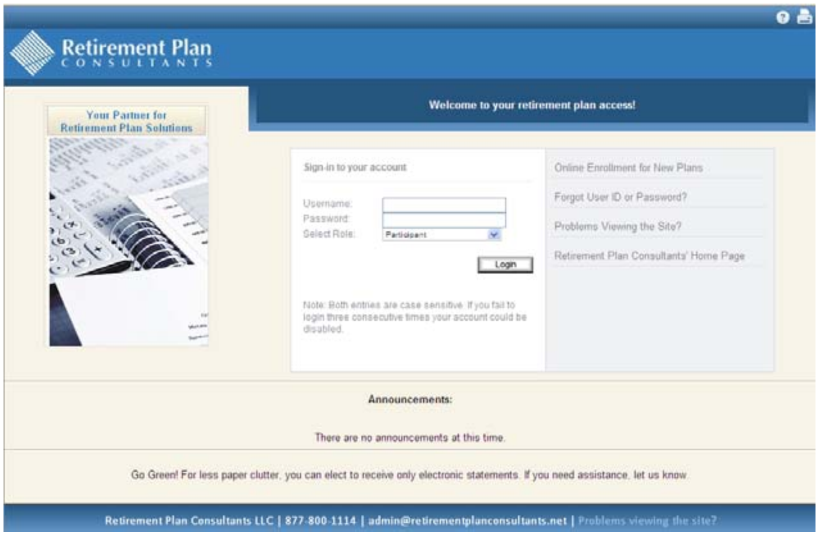
Participant Website Guide

Visit https://www.yourplanaccess.net/retirementplanconsultants/



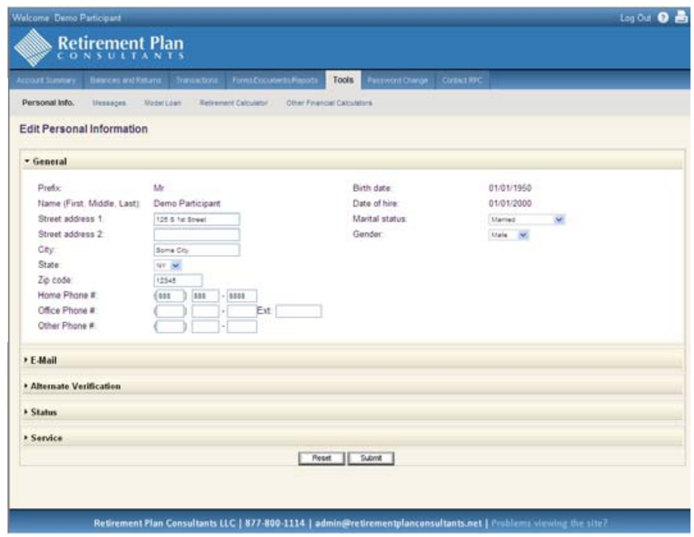
Type in your **Username** and **Password**, as provided in your welcome letter

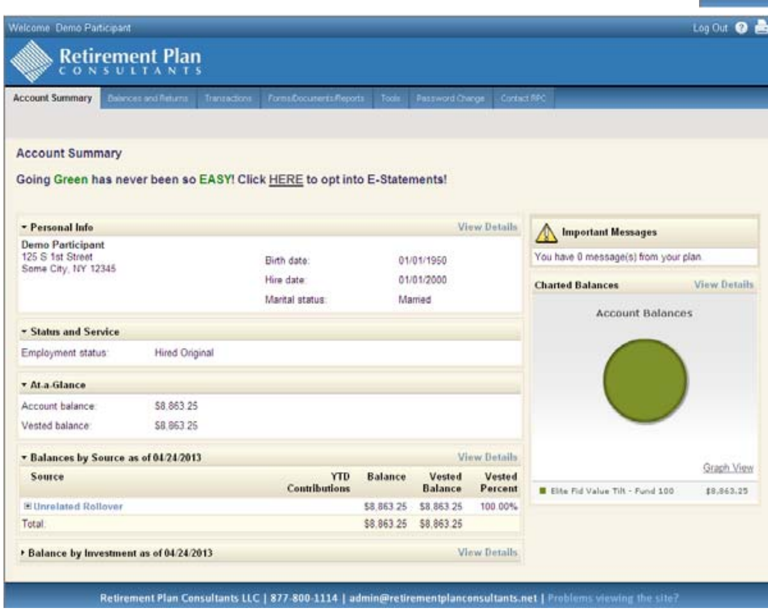
Select Role: Participant

Click the **Login** button

Upon Initial Login, you will be asked to verify your personal information

After reviewing, click the **Submit** button





After the Initial Login, your screen will display the **Account Summary** tab when you login

This is a dashboard with an overview of your account

- Account Balance at a glance
- Balances by Source
- Balances by Investment

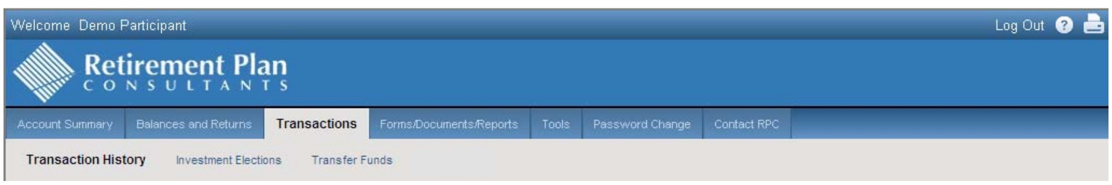
Please see the following pages to review the other available tabs

Participant Website Guide

Balances and Returns Tab and Subsections

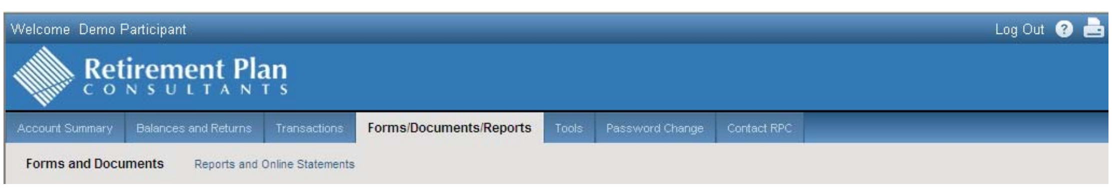
- **Account Balance** – Current account balance
- **Investment Elections** – How your funds are being invested
- **Investment Profiles** – Detailed information about the investments available
- **Rate of Return** – Personal rate of return
- **Investment Returns** – The investment's quarterly return information

Transactions Tab and Subsections



- **Transaction History** – Research Historical Transactions
- **Investment Elections** – Change your current Investment Direction
- **Transfer Funds** – Transfer Existing Holdings

Forms/Documents/Reports Tab and Subsections



- **Forms and Documents** – Download and print forms and view available plan documents
- **Reports and Online Statements** – View online statements and run reports on demand

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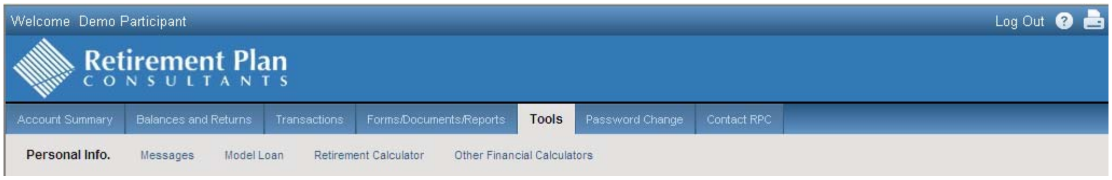
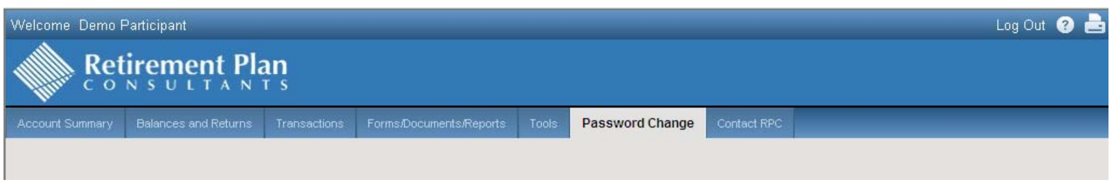
Tools Tab and Subsections



- **Personal Info.** – Change your personal information
- **Messages** – View any messages that have been sent to you by the plan's financial advisor and RPC
- **Model Loan** – If your plan allows loans, you can view potential available loans
- **Retirement Calculator** – Run scenarios to see if you are on track for financial success – contact your financial advisor for further questions
- **Other Financial Calculators** – Other resources to check your retirement readiness

Password Change Tab



- **Change your Username and Password**

Please feel free to contact RPC at any time with questions by phone or email! You can click the **Contact RPC** tab at the top of the screen for our contact information.

Phone – 877-800-1114 (toll-free)
Fax – 402-379-3818
Email – admin@retirementplanconsultants.net

Retirement Plan
CONSULTANTS