401 (K) Retirement Savings Registration Instructions

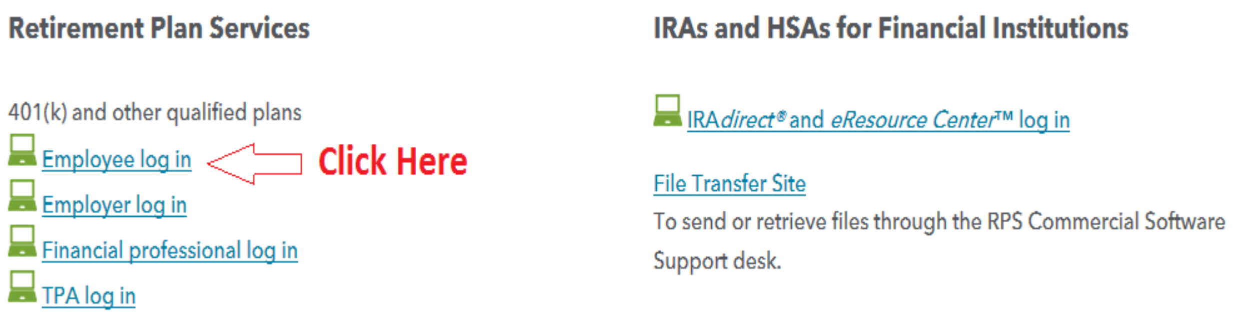
After 90 days of employment, all Gebruder Weiss Employees are automatically defaulted to a 3 % savings rate.

Log into Ascensus account to opt out of 401(K) deductions and switch savings rate to 0% or to switch your rate.

Please see **"401 K Changing Rate"** Document for Instructions.

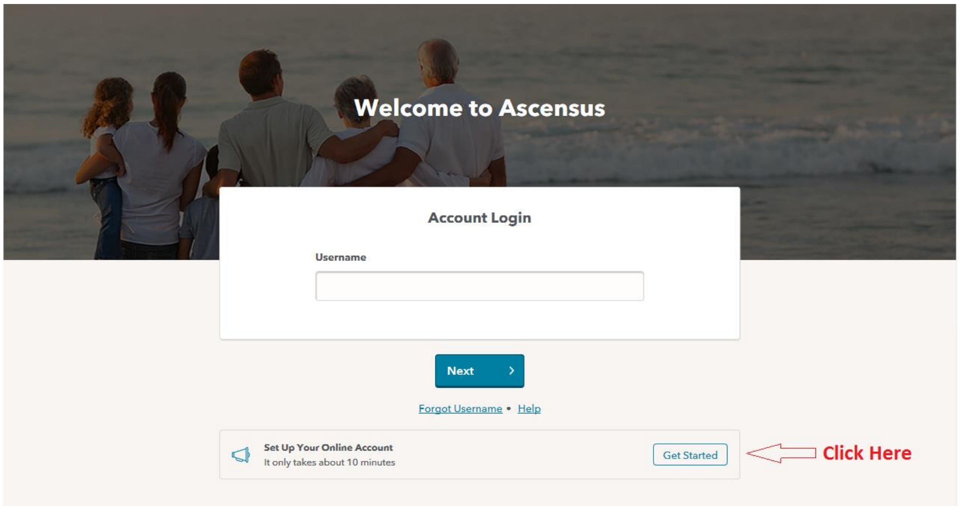
How to Get Started!

1. Go to www.ascensus.com
2. Click on "Log In" in top right corner of home page
3. Log in to "Employee Log in"

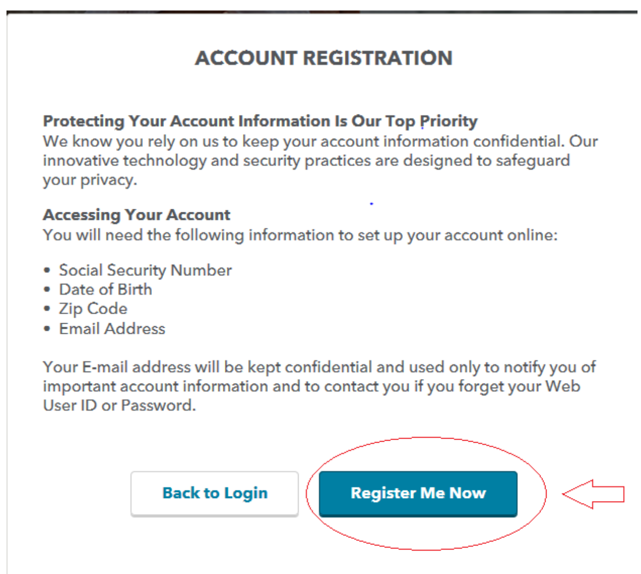


First Time Logging in?

4. Click on “Get Started”

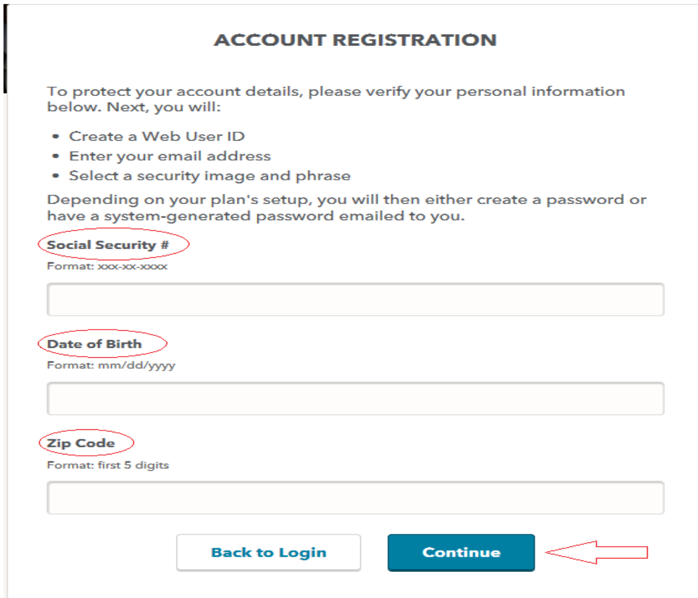


5. Select “Register me now”



6. Complete Account Registration using the following information (Be sure to follow the format (per instructions)

    1. Social Security Number
    2. Date of Birth
    3. Zip Code



ACCOUNT REGISTRATION

To protect your account details, please verify your personal information below. Next, you will:

- Create a Web User ID
- Enter your email address
- Select a security image and phrase

Depending on your plan's setup, you will then either create a password or have a system-generated password emailed to you.

Social Security #
Format: xxx-xx-xxxx

Date of Birth
Format: mm/dd/yyyy

Zip Code
Format: first 5 digits

Back to Login | Continue

Click Continue when all information is entered.

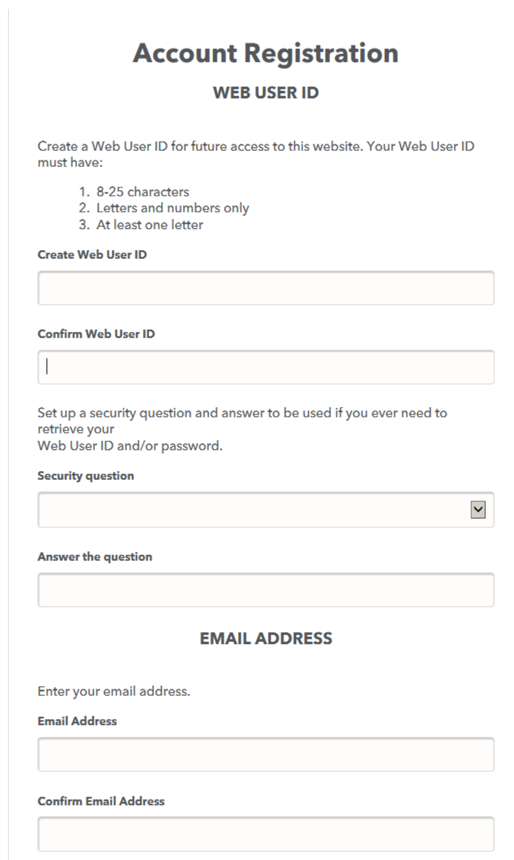
7. Create a web user ID

You will use this ID and password to log in each time

You will need to create the following:

- ➔ Username
- ➔ Security Question
- ➔ Password
- ➔ Security Image
- ➔ Security Phrase
- ➔ Email

Click Submit when done with all questions



Account Registration

WEB USER ID

Create a Web User ID for future access to this website. Your Web User ID must have:

1. 8-25 characters
2. Letters and numbers only
3. At least one letter

Create Web User ID

Confirm Web User ID

Set up a security question and answer to be used if you ever need to retrieve your
Web User ID and/or password.

Security question

Answer the question

EMAIL ADDRESS

Enter your email address.

Email Address

Confirm Email Address

8. Click “Start Enrollment”

Enrollment

Welcome to your company's retirement plan. In a few simple steps, you will be on your way to saving for a comfortable retirement. After you enroll, you will have access to a wealth of resources that will make managing your account easy.

Enrollment Requirement	Status
1. Plan Highlights	Not Complete
2. Set your savings rate	Not Complete
3. Select your investments	Not Complete
4. Complete your beneficiary designation	Not Complete
5. Confirmation	Not Complete

Start Enrollment Click Here to Continue

Next screen will explain the Plan Highlights

- ➔ Eligibility
- ➔ Contributions
- ➔ Vesting
- ➔ Withdrawals
- ➔ Loans
- ➔ Acknowledgement

At the bottom of the page, you must acknowledge (By clicking on Continue Enrollment) that you have read and understand the Plan Highlights.

Acknowledgement

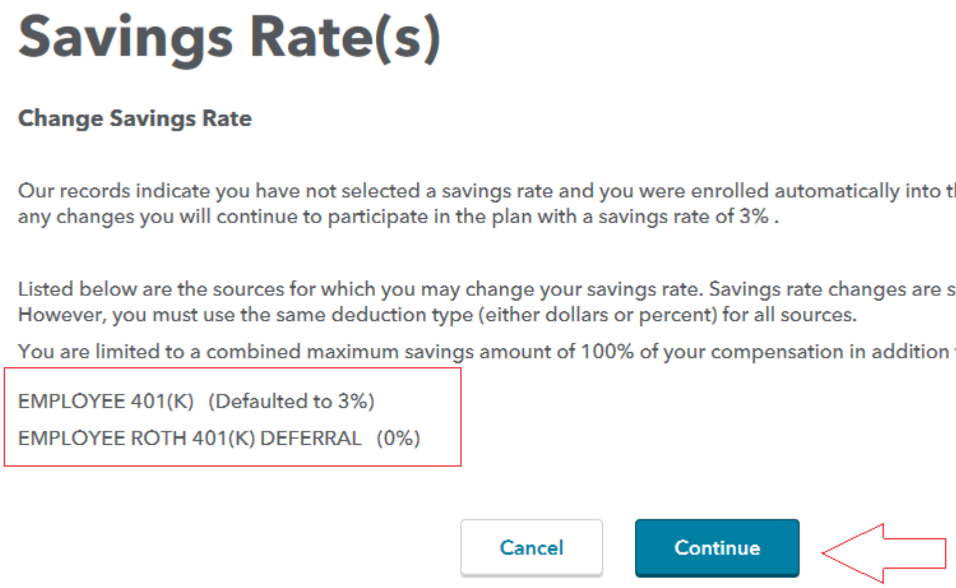
The above highlights provide only a brief overview of the Plan's features and are not legally binding. A more detailed Summary Plan Description will be given to you. Please read it carefully and contact your Plan Administrator if you have any further questions. A complete description can also be found in the legal Plan Document that governs the Plan. This document is available for your review. If there are any differences between the information presented and the actual provisions of the Plan as reflected in the Plan Document, the Plan Document will govern.

By clicking the Continue Enrollment button below, I acknowledge that I have read and understand the Plan Highlights.

Cancel Continue Enrollment Click Here to Acknowledge Plan

The enrollment screen will appear again- click “Continue Enrollment”

Saving's Rate Screen will appear. This is the savings rate that is taken from each pay check. The default will be at 3% per company policy.



Savings Rate(s)

Change Savings Rate

Our records indicate you have not selected a savings rate and you were enrolled automatically into the plan. If you do not make any changes you will continue to participate in the plan with a savings rate of 3% .

Listed below are the sources for which you may change your savings rate. Savings rate changes are submitted one source at a time. However, you must use the same deduction type (either dollars or percent) for all sources.

You are limited to a combined maximum savings amount of 100% of your compensation in addition to source level savings limits.

EMPLOYEE 401(K) (Defaulted to 3%)

EMPLOYEE ROTH 401(K) DEFERRAL (0%)

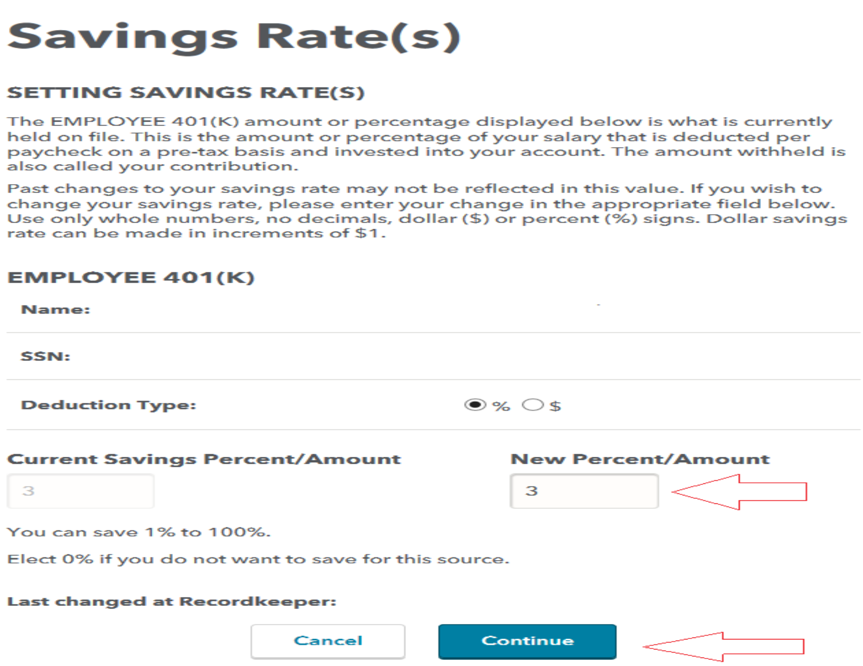
Cancel Continue

9. This is just an information page--> Click continue

10. On the next saving's rate page, you can keep your rate at 3% and click continue

OR

Change your rate where it says "New Percent/ Amount"



Savings Rate(s)

SETTING SAVINGS RATE(S)

The EMPLOYEE 401(K) amount or percentage displayed below is what is currently held on file. This is the amount or percentage of your salary that is deducted per paycheck on a pre-tax basis and invested into your account. The amount withheld is also called your contribution.

Past changes to your savings rate may not be reflected in this value. If you wish to change your savings rate, please enter your change in the appropriate field below. Use only whole numbers, no decimals, dollar ($) or percent (%) signs. Dollar savings rate can be made in increments of $1.

EMPLOYEE 401(K)

Name:	
SSN:	
Deduction Type:	% $

Current Savings Percent/Amount 3

New Percent/Amount 3

You can save 1% to 100%.

Elect 0% if you do not want to save for this source.

Last changed at Recordkeeper:

Cancel Continue

You will then receive a “Savings rate” confirmation Page. Click “Continue Enrollment”

Savings Rate(s)

Confirmation

Your instruction has been accepted.

- Based on your instruction your savings rate for EMPLOYEE 401(K) is 3 %.

Note: If you instructed a change in savings rate, the effective date depends on your employer's payroll process.

Check here if you wish to select another source for savings rate change

Continue Enrollment

11. You will be directed back to the erollment page--> click on “Continue Enrollmet”

   ➔ You will be prompted to select your investments
   ➔ Company default is the **“Moderate Model”**

12. If you want to keep Moderate Model please hit “Leave as is”

OR

If you want toelectyour own inestments --> click on “Make Changes”

Contribution Elections

Default Investments

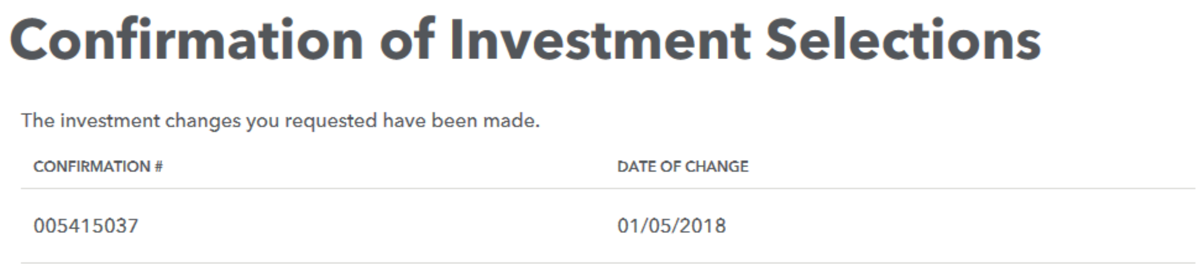
Because you didn't make investment selections previously, any contributions submitted have been deposited into your plan's default investment, as listed below. For your future savings, you may choose to leave as is or make changes.

Click "Change" to elect other investment options.

INVESTMENT	PERCENT
MODERATE MODEL	100%
Total	**100%**

Option 1 ⇨ Leave as is | Make Changes ⇦ Option 2

When finished, you will get the “confirmation of investment selections” Page. Print this page for your record.



Click "Continue Enrollment" to move on.

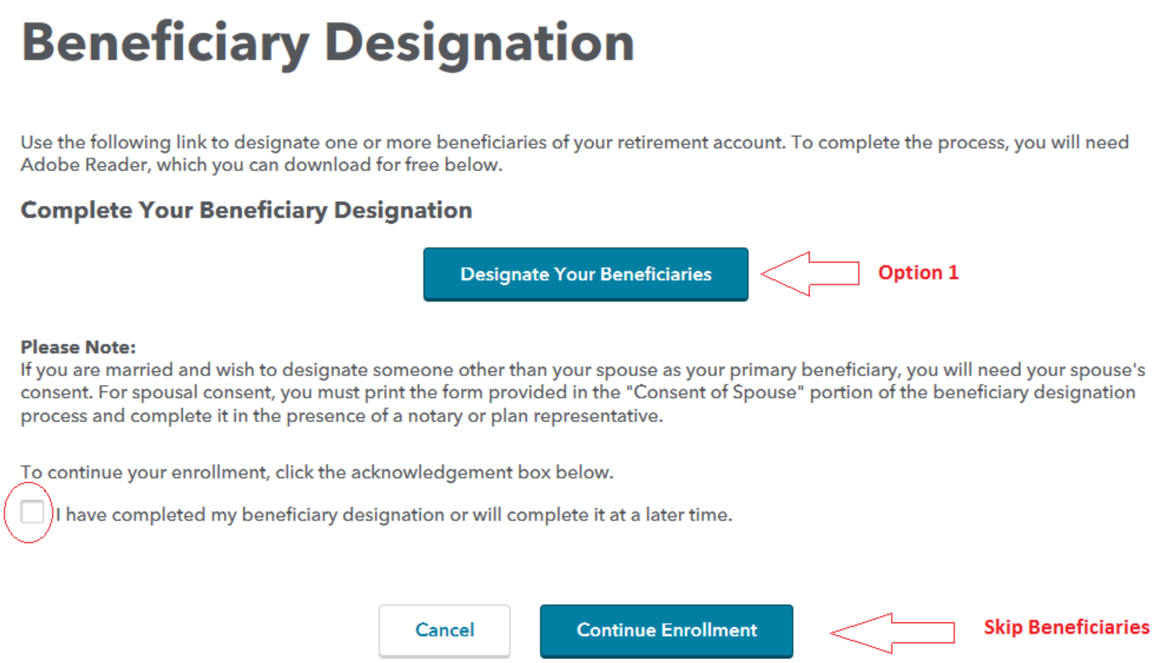
The enrollment screen will appear again- click "Continue Enrollment"

Beneficiary Designation

13. Option 1- You may designate your retirement plan beneficiaries
    - ➔ Click --> Designate Beneficiaries

OR

you may continue by clicking "Continue Enrollment"



The enrollment screen will appear again- click "Continue Enrollment"

The confirmation page will appear. You may print this page for your records.
To continue press "Continue Enrollment"

Gebrüder Weiss

Confirmation

Please review the items below to confirm the choices you have selected as part of the enrollment process. If you would like to make any changes please click the Cancel button below to return to the Enrollment page and select the option you would like to change.

Savings Rate(s) Selected

SOURCE	DEFERRAL PERCENT
EMPLOYEE 401(K)	3%

Investments Selected

ALL CONTRIBUTION SOURCES

FUND / SECURITY NAME	ELECTION PERCENT
MODERATE MODEL	100%
Total	100%

Please print this confirmation page for your records.

Cancel | Continue Enrollment

The enrollment page will pop up.
Status should be **"Completed"** for each enrollment requirement.

14. Click "Access My Account" to finish your registration.

Enrollment

Welcome to your company's retirement plan. In a few simple steps, you will be on your way to saving for a comfortable retirement. After you enroll, you will have access to a wealth of resources that will make managing your account easy.

Enrollment Requirement	Status	
1. Plan Highlights	Completed	Review
2. Set your savings rate	Completed	Review
3. Select your investments	Completed	Review
4. Complete your beneficiary designation	Completed	Review
5. Confirmation	Completed	Review

Access My Account

Congratulations on taking an important first step in saving for your retirement. You have enrolled successfully and can now take this time to explore the various sections of the website and the tools that will make managing your account easy.

You will then be directed to the home page and may access your account at any time.