

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"

Retirement Plan Services

401(k) and other qualified plans

- Employee log in Click Here Employer log in Financial professional log in
- TPA log in

IRAs and HSAs for Financial Institutions

kappa linest and eresource Center™ log in

File Transfer Site

To send or retrieve files through the RPS Commercial Software Support desk.



First Time Logging in?

4. Click on "Get Started"

Welcome to Ascensus	
Account Login Username	
Next >	
Set Up Your Online Account It only takes about 10 minutes	Get Started Click Here

5. Select "Register me now"

	ACCOUN	T REGISTRATION
Protecting We know y innovative your privac	y Your Account Inform you rely on us to keep y technology and securi cy.	nation Is Our Top Priority your account information confidential. Our ity practices are designed to safeguard
Accessing You will ne	Your Account eed the following inform	mation to set up your account online:
 Social Se Date of I Zip Code Email Ac 	ecurity Number Birth e ddress	
Your E-ma important User ID or	il address will be kept account information ar Password.	confidential and used only to notify you of nd to contact you if you forget your Web
	Back to Login	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 RE	GISTRATION	
To protect your below. Next, you	account details, please u will:	verify your personal	information
 Create a Web Enter your en Select a secul) User ID nail address rity image and phrase		
Depending on y have a system-g	our plan's setup, you v enerated password en	vill then either create nailed to you.	a password or
Date of Birth			
Zip Code			
Format: first 5 digits			

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 must ha) Web User ID for future access to this website. Your Web User IC ve:
1 2 3	. 8-25 characters . Letters and numbers only . At least one letter
Create V	/eb User ID
Confirm	Web User ID
1	
Set up a retrieve	security question and answer to be used if you ever need to your
Set up a retrieve Web Us Security	security question and answer to be used if you ever need to your er ID and/or password. question
Set up a retrieve Web Us Security	security question and answer to be used if you ever need to your er ID and/or password. question
Set up a retrieve Web Us Security Answer	security question and answer to be used if you ever need to your er ID and/or password. question the question EMAIL ADDRESS
Set up a retrieve Web Us Security	security question and answer to be used if you ever need to your er ID and/or password. question the question EMAIL ADDRESS pur email address.
Set up a retrieve Web Us Security Answer 1	security question and answer to be used if you ever need to your er ID and/or password. question the question EMAIL ADDRESS sur email address. Idress
Set up a retrieve Web Us Security	security question and answer to be used if you ever need to your er ID and/or password. question the question EMAIL ADDRESS wur email address. Idress



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 butto	on below, I ackno	wledge that I have read and un	derstand 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.



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%)



- 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)

Deduction Type:	●%○\$
Current Savings Percent/Amount	New Percent/Amoun
3	3
You can save 1% to 100%.	
Elect 0% if you do not want to save for this s	ource.

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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.



Confirmation of Investment Selections

The investment changes you requested have been made.

CONFIRMATION #	

DATE OF CHANGE

005415037

01/05/2018

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"

Beneficiary Designation

Use the following link to designate one or more beneficiaries of your retirement account. To complete the process, you will need Adobe Reader, which you can download for free below.

Complete Your Beneficiary Designation



Continue Enrollment

Skip Beneficiaries

Please Note:

If you are married and wish to designate someone other than your spouse as your primary beneficiary, you will need your spouse's consent. For spousal consent, you must print the form provided in the "Consent of Spouse" portion of the beneficiary designation process and complete it in the presence of a notary or plan representative.

To continue your enrollment, click the acknowledgement box below.



Cancel

The en	ollment	screen wil	II anneai	r again-	click	"Continue	Enrollment"
THE CIT	Onnent	SCIECII WI	n appea	ayam-	CIICK	Continue	

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



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.

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