

Authorized Users

Authorized Users for Plan Web & Information Access

To be used for and by Third-Party Administrator (TPA) or Advisor Firms ONLY - Select one.

TPA Advisor

The following named persons are authorized to access plan information to carry out appropriate responsibilities related to their contract with the Plan Sponsor. **Completion of this form authorizes user to:**

- View plan level financials (assets, plan balance), usage reports, publications, forms and other plan related information.
- View participants for a plan and their account information such as the individual participant’s account balance, investment elections, account performance, etc.

For a Plan Sponsor to give Administrative Authority or Payroll access to certain individuals, please use the Authorized Persons Agreement instead. Automated Communications are system-generated notices or communications regarding participant-related information.

If this is a change to the TPA/Advisor Firm, an additional form is required for signature by the plan.

Note: The email address must be specific to the contact and must not be accessible by any other individuals.

TPA/Advisor Firm Name:

Plan List – Access will be given to all retirement plans listed here or in an attachment and that are contracted with the above-named firm:

AUTHORIZED USERS

Status	First Name:	Last Name:
Add	Title:	
Delete	Phone:	
Change	Email:	
	Primary (One Per Plan)	Other
	Receives Automated Communications:	Yes No

Status	First Name:	Last Name:
Add	Title:	
Delete	Phone:	
Change	Email:	
	Primary (One Per Plan)	Other
	Receives Automated Communications:	Yes No

Status	First Name:	Last Name:
Add	Title:	
Delete	Phone:	
Change	Email:	
	Primary (One Per Plan)	Other
	Receives Automated Communications:	Yes No

SIGNATURE (AUTHORIZED REPRESENTATIVE OF TPA OR ADVISOR FIRM MUST SIGN)

You understand and agree that the above-named individuals will have Sponsor Web site access to information regarding plan information and participant accounts. You acknowledge that you recognize the sensitive and confidential nature of information and fully accept the responsibility to safeguard against the unauthorized or inappropriate use of access or disclosure of information regarding plan and participant accounts. Further, you hereby represent to us that you will instruct all individuals who may gain access that such access shall be used solely to carry out appropriate duties related to the administration of the Plan, and shall not be copied, shared, discussed or otherwise disclosed, through any medium or with any person, except to the extent necessary to carry out such responsibilities. You agree to periodically review the list of persons authorized and notify the Recordkeeper immediately of any users who should be suspended from accessing the web site. **READ THE PROVISIONS ON THE NEXT PAGE OF THIS FORM BEFORE SIGNING.**

You understand and agree that we may modify, restrict, or discontinue providing access at any time, without prior notice, for any reason including, but not limited to, compliance with any federal or state privacy law, regulation or ruling.

Signature of Authorized Third Party Representative

Printed Name

Date (MM/DD/YYYY)

[This section has intentionally been left blank.]

Account Data Access: Account information available on this website is not the official record of your account. Your regular account statements remain the official record of your account. Unless otherwise stated, account data provided through online account access is generally updated as of the prior business day's close of business. This information is subject to adjustment and correction.

Security: For your protection, encryption technology is used for certain types of communications conducted through our website. While we provide this technology and use other reasonable precautions to protect confidential information and provide suitable security, we do not guarantee or warrant that information transmitted through the Internet is secure or that such transmissions will be free from delay, interruption, interception or error. In connection with your use of this website, you will establish or otherwise receive security codes ("User Codes") that you will need in order to access and use certain portions of this website. You are responsible for maintaining the confidentiality of your User Codes. You agree that you will be fully responsible for all activities that occur utilizing your User Codes, and that the Service Provider is not under any duty to inquire as to the authority or propriety of any instructions given to the Service Provider via your User Codes or to otherwise verify the identity of anyone using your User Codes. You agree that the Service Provider shall not be responsible for damages or losses resulting from any breach of security caused by your failure to maintain the confidentiality of your User Codes. If you permit access to your User Codes by third parties, then you agree to defend, indemnify and hold the Service Provider harmless against any liability, losses, damages or costs and expenses (including legal fees) arising out of, or resulting from, such access and related use of the website. You also agree to immediately notify the Service Provider if you become aware of:

- Any loss or theft of your User Codes or
- Any unauthorized use of your User Codes

You acknowledge and agree that you will not: (i) collect or store personal data about other users of this website, or (ii) upload, email or otherwise transmit any material that contains viruses or any other computer code, files or programs that might interrupt, limit or interfere with the functionality of any computer software, hardware, database or file, or communications equipment that is owned, leased or used by the Service Provider.

The Service Provider reserves the right to block access to our website for any reason, including but not limited to: backing up the system; maintaining or restoring security to the Service Provider site and systems if we believe your access codes have been or may be obtained or are being used or may be used by an unauthorized person(s); maintaining the general security and/or integrity of your accounts, or our data and/or systems.

Email: Certain portions of our website may offer you the ability to email a message to the Service Provider. Email functionality, if any, is provided to you to facilitate communications between you and the Service Provider. The Service Provider specifically disclaims any warranty of security for an email transmitted to the Service Provider whether sent while visiting this site or otherwise. You agree, however, that you will not use email to request, authorize or effect the purchase or sale of any securities or other product or service, to change your User Codes to transmit personal credit information (including credit card numbers), to send fund transfer instructions, or to engage in any other financial transactions that require formal authorization in accordance with applicable law or the Service Provider policies and procedures. Any such requests, orders, or instructions that you send to the Service Provider by email will not be accepted or processed by the Service Provider. The Service Provider shall have no liability for any loss or damage that arises from unaccepted email requests, orders or instructions. Moreover, the Service Provider shall have no liability for loss or damage that results from interception and/or unauthorized use by third parties or any information you send by email. For information regarding the Service Provider's use of your email address, please review our Privacy Policy.

No Warranty. We will make every reasonable effort to include accurate and up to date content on our website. However, the content on our website (including any graphics) and any materials made available through our website are provided "as is" and without warranties of any kind, either express or implied. To the fullest extent permissible pursuant to applicable law, the Service Provider disclaims all warranties, express or implied, including, but not limited to, all implied warranties of merchantability, fitness for a particular purpose, title and non-infringement. The Service Provider does not warrant or make any representations regarding the use or the results of the use of the content on our website in terms of its correctness, accuracy, reliability, or otherwise. The content on our website could include technical inaccuracies or typographical errors. This content could become inaccurate as a result of developments occurring after publication. The Service Provider undertakes no obligation to keep any such information current.

The Service Provider endeavors to maintain our website and its operation, but is not, and cannot be, responsible for the results of any defects that may exist in the website or its operation. As to the operation of the website, the Service Provider expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. The Service Provider makes no warranty that (i) the operation of the website will meet the user's requirements; (ii) access to the website will be uninterrupted, timely, secure, free of viruses or other harmful components, or free of errors; (iii) the results that may be obtained from the use of the website will be accurate or reliable; or (iv) defects will be corrected. You (and not the Service Provider) assume the entire cost of all servicing, repair, or correction that may be necessary for your computer equipment and software as a result of any viruses, errors or other problems you may have as a result of visiting the website.

To the extent that the law does not permit the disclaimer of warranties, all content accessible on the website, or any other website to which we link, and all operations on the website are warranted only to the minimum amount legally required.

No Liability: In using the website, you specifically agree that you will not hold the Service Provider liable to you or any party for any damages or injury or loss, including any direct, special incidental, consequential, punitive damages or lost profits, that may result from the use of, or the inability to use, the materials on the site (or any other linked website), whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use or performance of information available on the website (or any other linked website). The Service Provider shall not be liable even if the Service Provider or a Service Provider authorized representative has been advised of the possibility of such damages. These include but are not limited to damages or injury caused by error, omission, interruption, defect, failure of performance, delay in operation or transmission, line failure, computer virus or other harmful component.

These limitations on the Service Provider's liability may be different in connection with particular products or services that are offered.

Additional Authorized Users

Authorized Users for Plan Web & Information Access

This page is to be used only when more than three Authorized Users are being added and additional fields are required.

TPA/Advisor Firm Name:

AUTHORIZED USERS

Status Add Delete Change	First Name:	Last Name:
	Title:	
	Phone:	
	Email:	
	Primary	Other
	Receives Automated Communications:	Yes No
Status Add Delete Change	First Name:	Last Name:
	Title:	
	Phone:	
	Email:	
	Primary	Other
	Receives Automated Communications:	Yes No
Status Add Delete Change	First Name:	Last Name:
	Title:	
	Phone:	
	Email:	
	Primary	Other
	Receives Automated Communications:	Yes No
Status Add Delete Change	First Name:	Last Name:
	Title:	
	Phone:	
	Email:	
	Primary	Other
	Receives Automated Communications:	Yes No