## Online Termination Withdrawal

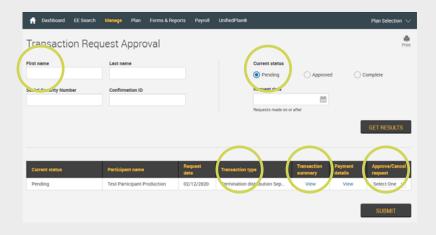
## SPONSOR APPROVAL GUIDE

The online withdrawal request feature allows for a simplified sponsor approval process. You will receive an email notification that a distribution has been submitted for approval. Follow the below steps to log in and review the distribution.



- On your account homepage under Manage in the menu bar select Transaction Request Approval.
- On the Transaction Request Approval screen, pending requests are displayed first. Use the options on the right to navigate this screen.
- Click **Submit** to finalize your approval.

You're finished! The participant will receive a confirmation that the distribution is approved. The Service Provider will take it from here.



• **Search**: If needed, you may use this section to search for a specific distribution.



- Current Status: You may search pending, approved, completed distributions or specific request dates.
- Transaction Type: Displays the type of distribution requested
- Transaction Summary: Click "View" to review distribution details.
- Approve/Reject Request: Select "Approve" or "Reject" from the dropdown.



Questions about a distribution request? Please contact retirementservices@worksaveretire.com.