

Your Online Enrollment Process

Follow the steps below to enroll in your plan once you become eligible. You can also view a video at www.LeadingRetirement.com/go/online-enrollment.

Part 1: Identity Verification

1) Go to www.LeadingRetirement.com/Portal

click "View My Account".

2) Click "Register to access your account" to start your registration.

Manage Your F	Manage Your Retirement Plan Use our secure portal to manage your account			
Account Access	Plan Sponsors / HP Managare			
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V	Velcome
Logi	in to your account.
Login ID	
Password	
	Log In
Register	to access your account
Register	To access your account

3) First, verify your identity by entering your personal information, then click "Save and Continue".

Note that the SSN does not need dashes, but the Date of Birth does need slashes (ex. MM/ DD/YYYY).

Workplace Information is not required unless your employer provided these items.

Please Note: This system information is provided by your employer. Please use the same information supplied to the company. If you cannot complete your identification verification, please call Participant Support at (206) 430-5084.

We need this	information to identify use and user account. Use user legal name, not a nickname.
	entered of the sector sector and the effective contract.
First Name	
Last Harse	
DODAN DROBAN	i number
Contine Tools	Chevrole Number
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Contact In	formation
Please provid	e at least one way for us to contact you.
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Person provid Kome Phone Initiale Phone Personal Emil Personal Emil Personal Emil Notic Phone I Notic Email A Employee ID	In Andrews Number Number Information er has provided you with this information, exter it below. Uumber Odman



4) Next, you will be prompted to Two-Step Verification. A one-time code will be sent. Enter this code to proceed.

wo-step verific	ation
Check your email o	r phone for a security code. This code will expire in 5 minute
-	
Enter Security Code	
	Verify
Didn't receive? Send a ner	v code
Didn't receive? Send a ner	v code

5) Upon successful account identification, you will be prompted on the next screen to set up your new login credentials.

6) Registration is now complete. You'll be prompted to return to the Login page

Welcome Tiny	
Create a Login ID and password to complete registration.	Registration Confirmation
Confirm Lagie ID	
Personal	Your registration is complete. To access your account, log in using your new credentials
Security Guestion 1	Return to Login
Select security question " Security Answer 1	
Security Gueralion 2 Select security question v	
Security Annuer 2	
Select security question v Security Annuer 3	
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Part 2: Account Access

7) Log in with your new login credentials.

V	Velcome in to your account.	
Login ID Pasoword		
Register	Log In to access your account	
Forgot Login ID Forgot Password	Español Plan Sponsor/Advisor Login	



8a) Set up with personal email address, enter password to save.

1. Email Address
Provide a personal email address that you check regularly. We will use this to notify you about activity in your account.
Work Email Address
Your work email is on file as kimberlywelazquez@leadingretirment.com. This address was provided by your employer and cannot be changed here. If it is incorrect, please <u>contact your recordkeeper</u> .
Personal Email Address
samole@leadingretirement.com
Confirm Personal Email Address
a sure la mai a mai a sur la sure la su
samplewieadingreurement.com
Continue

8b) Establish two-step verification frequency.

Two-Step Verification Delivery method Send my security code via: C Email C Email C C C C C C C C C C C C C	Frequency Verify my identity with a security code: O Only on untrusted devices O Every time I log in Please provide your password to confirm your new two-step verification settings. Password
0 (000)-(000)-8220 0	Continue
Frequency	Message and data rates may apply. Terms and Policies

Part 3: First Time Enrolment

9) Next, begin your enrollment process. The Online Enrollment Wizard will walk you through each step. The wizard will help you set your e-Delivery preferences, contribution amounts, and investment elections where your contributions will be invested. Please note that you must complete the entire process for changes to take effect.





10) Before you submit, you will see a summary of all the selections and updates made. To make further changes, click the "Edit" button near the desired section. When you are ready, click "*Enroll Me*" to complete your enrollment.

Enrollment Pro	gress: Start	My eDelivery	My Information	My Contributions) My Investme	nts 🔵 My B	eneficiaries	Finish
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Edit	My Investmen	to			e () 201	100.00%) T. ROW 5	e price retiremei	
Edit	My Beneficiari	ies			Ber	heficiary Name n Winchester	Beneficiary Ty Prim	rpe Share Percentage ary 100.00 %
Enroll Me	l agree t	that my enrollment in	formation is corre	ct.				

Setup Complete! Your enrollment elections will be loaded to your plan so your new elections can start promptly.