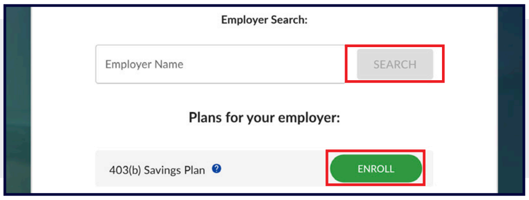
HOW TO ENROLL IN A NEW RETIREMENT ACCOUNT

STEP 1: Go to weabenefits.com, click **Open a Retirement Account** on the homepage, then click **"Enroll in a 403(b)."**

STEP 2: Type your employer's name and click **Search.** Then find the **403(b) savings plan** and click **Enroll.**

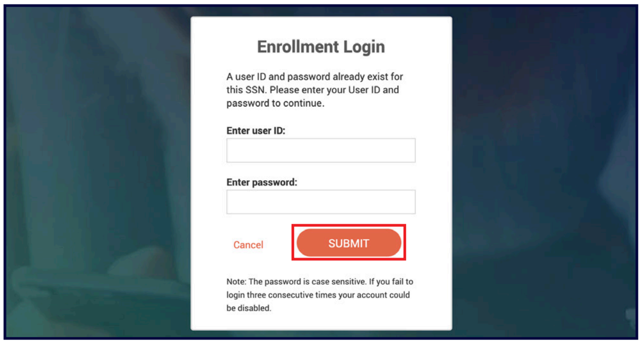


STEP 3: Type in your **Social Security number** (no hyphens) and **date of birth.** Then click **Next.**

If you're told an account already exists:

- Username: Your SSN (e.g., 123456789)
- Password: Your birthday in MMDDYYYY format (e.g., 01021980)

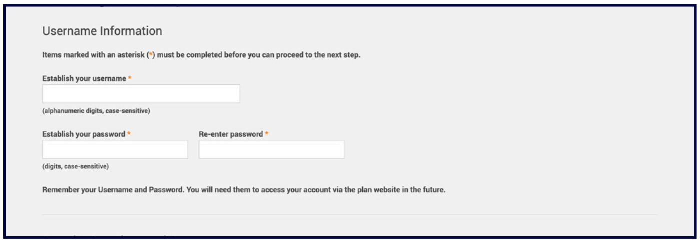
If you're **not prompted** with this message, continue with the enrollment process.



STEP 4: Review pre-filled information and make updates as needed. Add **your work email, personal email,** and your **mobile phone number.** ***You must enter a phone number*** in order to receive a one-time passcode via text message or direct phone call when logging into your online account.

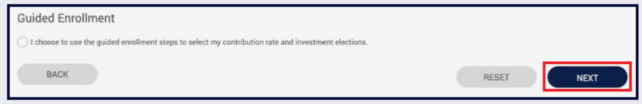
STEP 5: Choose a **User ID** and **Password.**

- Password must be **14+ characters,** include a **special character (! @ # $),** and **not match your SSN or username.**
- Set up **security questions** for future password recovery.



STEP 6: Select an Enrollment Path

- Choose **Guided Enrollment.**

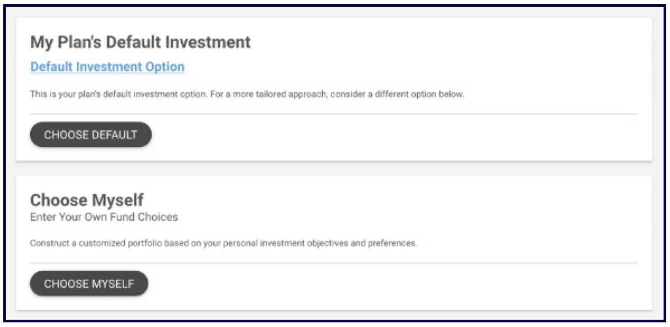


STEP 7: You'll be asked to choose between:

- **Opting into your plan's default investment,** or
- **Choosing your own investment allocation.**

If you choose your own:

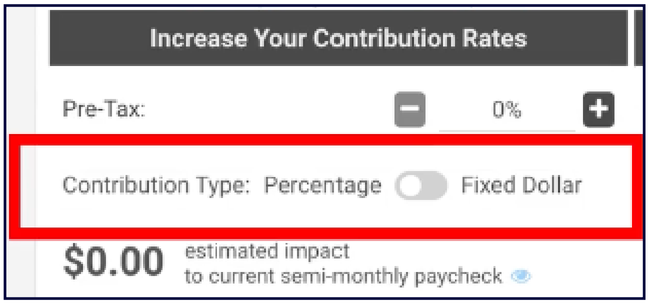
- Browse the list of available investment options to decide how to allocate your contributions. Your total allocation must add up to **100%.** Once ready, click **Continue.**



STEP 8: Review your investment selections and click **Continue.**

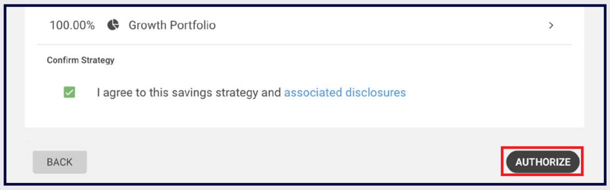
STEP 9: To decide how much to save **per paycheck:**

- Select a **percentage** or a **fixed dollar amount.**
  - Use the **plus/minus buttons** to preview how it impacts your paycheck and future savings.
- Once you're satisfied, click **Continue.**



STEP 10: Review your selections. Check the box to confirm your savings strategy, then click **Authorize.**

You're enrolled! Your contributions will begin with the **next available payroll cycle.**



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