VOYA FINANCIAL

ENROLL BY INTERNET

Available 24 hours-a-day, 7 days-a-week

Enrolling in your Employer's Retirement Plan has never been easier. All you need is your enrollment kit and Internet access. Simply review all of your enrollment information and follow this helpful checklist to Enroll by Internet.

INTERNET ADDRESS
www.voyaretirementplans.com/enrollment

1. Log on to the Internet by typing your 9-digit Social Security Number.
2. Enter your 6-character Alphanumeric Plan Number _____VFZ294_____
3. Enter your 6-digit Kit Number _____028047_____
4. Enter your 4-digit Location Code _____2011_____
5. Please note: In addition to making your deferral election by completing the Enroll by Internet process, your salary reductions will not begin until you have completed and delivered the salary reduction agreement form to your employer's human resources department. This form is conveniently located on the back of the Enroll by Internet instructions page.

Use the two navigation buttons at the bottom of the screen which will guide you forward and backwards through the enrollment process. You can also cancel the enrollment at any time or go to the frequently asked questions section for more information by clicking on the **Help** button.

Please note: On the Contribution Selection and Investment Option Selection screen, an asterisk (*) designates mandatory allocation source(s) that must be allocated to. Note, these are in addition to any other allocation source(s) selected. **Also note, contribution amount is per pay period.**

When you have completed the **Enroll by Internet** process you will come to the confirmation page that lists your personal information as well as the investment options you have selected. Review the information carefully for accuracy. If you need to make changes use the back button to return to the page you wish to change. Print a copy of the confirmation page for your records.

The final step in your enrollment is to read the acknowledgment page carefully. Click the yes button if you agree with the listed disclosures and click on the **Submit Enrollment** button. This completes the online enrollment process.

It is recommended you close your browser at this time as your information remains stored in the browser memory until it is closed.

You will receive a written confirmation by mail within the next week. Please review it carefully and call the toll-free number shown on the confirmation if you need to make any changes to your retirement plan information.