



Instructions for using the Voice Response System

Using a touch-tone phone, dial 1-888-558-401K (4015).

1. Select (1) for English or (2) for Spanish
2. Enter your Social Security Number
3. Enter your Personal Identification Number (PIN) follow by the # sign

To get started your PIN number is the last 4 digits of your Social Security Number.

You will then be prompted with the following menu of options:

Press (1) to access your Personal Account Information

Press 1 for Balance Information – total account balance, vested account balance and total units by investment.

Press 2 for Investment Information – your current election and to change your election for **future** contributions. (**Note: Must be in increments of 5% and total 100%.**)

Press 3 to Transfer funds among existing account balances – choose which fund(s) and % to transfer from and which fund(s) and %'s to transfer into. (**Note: Must be in increments of 5% and the total percentages to transfer to must equal 100%.**)

Press 4 to Conform Ending Balances-to rebalance existing investments to conform to current investment elections.

Press 9 to return to the previous menu

Press 0 to speak to a Participant Service Representative – available 8:00a.m. to 8:00p.m. EST, Monday through Friday, excluding holidays.

Press (2) for Current Investment Rate of Returns – current investment choices and rate of returns.

Press (3) to Change your PIN – you may change your PIN to any 4-digit number.

Press (9) to end your call

Press (0) to speak with a Participant Service Representative - available 8:00a.m. to 8:00p.m. EST, Monday through Friday, excluding holidays.