

## ENROLLMENT INSTRUCTIONS

**Before** you can enroll online, Please call VantageLinks and request a 401k Setup. Once completed visit [principal.com](http://principal.com) or call **1-800-547-7754**

### ONLINE INSTRUCTIONS

#### 1 ESTABLISH YOUR USERNAME AND PASSWORD

- Under Account Login, select **PERSONAL** as the login type, and click **GO**.
- Click the **ESTABLISH YOUR USERNAME AND PASSWORD** link.
- Enter your **SOCIAL SECURITY NUMBER** and the **ACCOUNT/CONTRACT NUMBER: 525229**
- Verify your identity, create your username and password, enter your email address, and select and answer your online security questions.

#### 2 SET YOUR LOGIN IMAGE AND PHRASE

- Log back in to [PRINCIPAL.COM](http://PRINCIPAL.COM).
- Follow the prompts to choose a login image and phrase.

#### 3 CHOOSE YOUR CONTRIBUTION AMOUNT

- Click the **ENROLL NOW** link.
- Follow the prompts to choose your contribution percentage, and click **SAVE AND CONTINUE**.

#### 4 ELECT INVESTMENT OPTIONS

- Follow the prompts to choose your investment direction, and click **SAVE AND CONTINUE**.

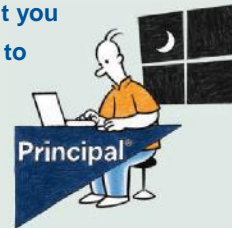
#### 5 REVIEW AND SUBMIT

- Review the elections you made.
- If everything is correct, click the confirmation box, then click **SUBMIT**.

### IT'S EASY TO MAKE CHANGES

If at any time you would like to make changes to this retirement account, simply log on to [principal.com](http://principal.com).

You'll be able to choose from a wide array of actions, from electing future investment options to changing the amount you contribute to the plan.



Or, to make your changes over the telephone, call our automated phone system at **1-800-547-7754**.

### Give us a call ...

You can also enroll over the phone. Simply call **1-800-547-7754** to reach our automated phone system, or talk to one of our retirement specialists.