

ENROLLMENT INSTRUCTIONS

Enroll today in your organization's retirement plan quickly and easily by visiting principal.com or calling **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: 709405**.
- Provide select personal information to verify your identity.
- Enter an email address where we can send you an activation email.
- Click the link in the email.
- Follow the prompts to create your username and password, set up security features and log in.
- You will be directed to your account information.

2 CHOOSE YOUR CONTRIBUTION AMOUNT

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

3 ELECT INVESTMENT OPTIONS

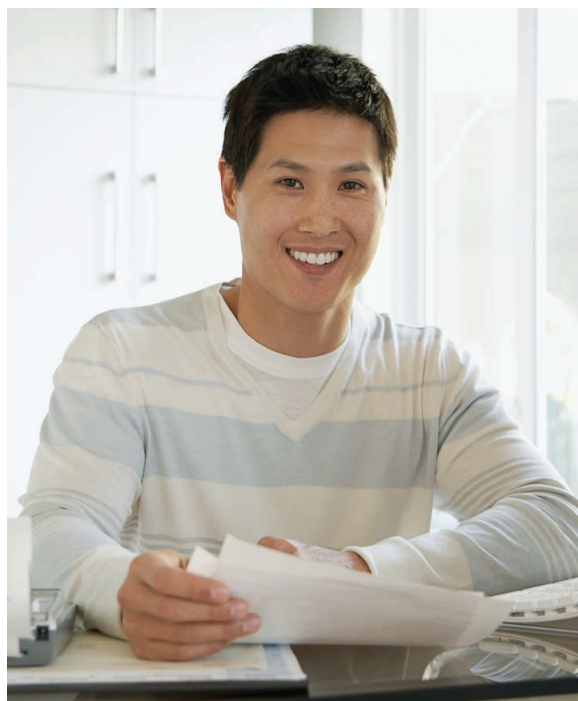
- Follow the prompts to choose your investment direction, and click **SAVE AND CONTINUE**.

4 REVIEW AND SUBMIT

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

5 DESIGNATE YOUR BENEFICIARY

- Select the **DESIGNATE YOUR BENEFICIARY** link on the **CONFIRMATION PAGE**.
- Follow the prompts to elect your beneficiary, 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.

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.