

# New 401(k) Plan Feature Update

## Updating the Beneficiaries for Your ADP 401(k) Plan's Retirement Account Can Now be Completed Online

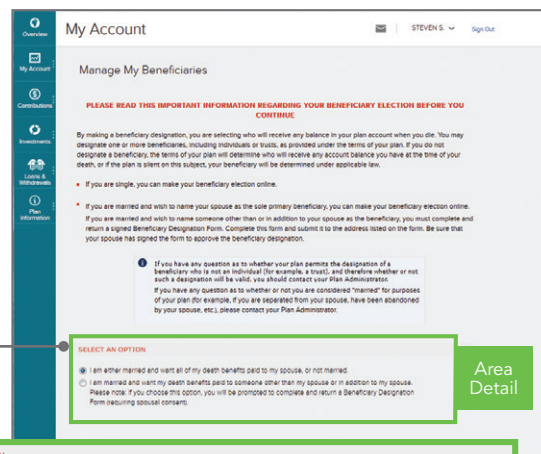
You can make updates to your 401(k) Plan's beneficiaries online. To begin, log onto your ADP 401(k) Retirement Savings Account at [www.mykplan.com](http://www.mykplan.com), and select the **Manage My Beneficiaries** option from under the **My Account** tab.

- A. On the **Manage My Beneficiaries** screen, select one of the two options.
1. When the first option is selected, you will need to follow the direction listed under Step B.
  2. If the second option is selected, you will be prompted to complete and return a hardcopy of the Beneficiary Form requiring spousal consent.

- B. When you select the first option, you will be redirected to a second screen.

To continue the online process, select the **Add New Beneficiary** button located at the bottom of the screen.

- C. On the last screen, you will be able to complete your online beneficiary designations for your 401(k) Plan account.



**My Account** | STEVEN S. | Sign Out

### Manage My Beneficiaries

**PLEASE READ THIS IMPORTANT INFORMATION REGARDING YOUR BENEFICIARY ELECTION BEFORE YOU CONTINUE**

By making a beneficiary designation, you are selecting who will receive any balance in your plan account when you die. You may designate one or more beneficiaries, including individuals or trusts, as provided under the terms of your plan. If you do not designate a beneficiary, the terms of your plan will determine who will receive any account balance you have at the time of your death, or if the plan is silent on this subject, your beneficiary will be determined under applicable law.

- If you are single, you can make your beneficiary election online.
- If you are married and wish to name your spouse as the sole primary beneficiary, you can make your beneficiary election online. If you are married and wish to name someone other than or in addition to your spouse as the beneficiary, you must complete and return a signed Beneficiary Designation Form. Complete this form and submit it to the address listed on the form. Be sure that your spouse has signed the form to approve the beneficiary designation.

**SELECT AN OPTION**

- ☒ I am either married and want all of my death benefits paid to my spouse, or not married.
- ☐ I am married and want my death benefits paid to someone other than my spouse or in addition to my spouse. Please note: If you choose this option, you will be prompted to complete and return a Beneficiary Designation Form requiring spousal consent.

**Area Detail**

**SELECT AN OPTION**

- ☒ I am either married and want all of my death benefits paid to my spouse, or not married.
- ☐ I am married and want my death benefits paid to someone other than my spouse or in addition to my spouse. Please note: If you choose this option, you will be prompted to complete and return a Beneficiary Designation Form (requiring spousal consent).

**BENEFICIARY INFORMATION**

☐ Primary Beneficiary  
☐ Secondary Beneficiary

Relationship:

Percent:

Social Security Number:

Name:

Address 1:

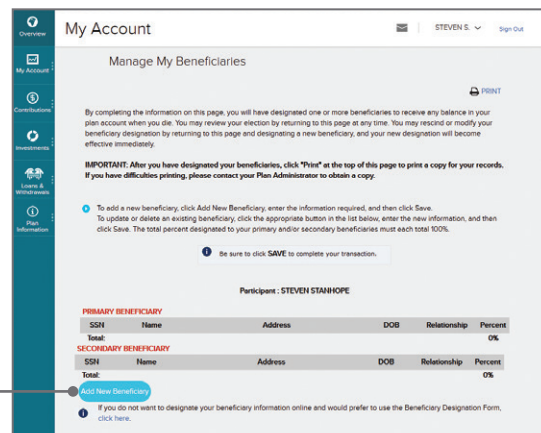
Address 2:

City:

State:

Zip Code:

Date of Birth:



**My Account** | STEVEN S. | Sign Out

### Manage My Beneficiaries

By completing the information on this page, you will have designated one or more beneficiaries to receive any balance in your plan account when you die. You may review your election by returning to this page at any time. You may rescind or modify your beneficiary designation by returning to this page and designating a new beneficiary, and your new designation will become effective immediately.

**IMPORTANT:** After you have designated your beneficiaries, click "Print" at the top of this page to print a copy for your records. If you have difficulties printing, please contact your Plan Administrator to obtain a copy.

**Participant: STEVEN STANHOPE**

SSN	Name	Address	DOB	Relationship	Percent
<b>PRIMARY BENEFICIARY</b>					
Total:					0%
<b>SECONDARY BENEFICIARY</b>					
Total:					0%

The information contained herein is intended as general information only, and nothing in these materials is intended to be, nor should be construed as, advice or a recommendation for a particular situation, individual or plan. ADP, LLC and its affiliates (ADP) do not endorse or recommend specific investment companies or products, financial advisors or service providers; offer financial, investment, tax or legal advice or management services; or serve in a fiduciary capacity with respect to retirement plans. Please consult with your own advisors for such advice.