



RETIREMENT PLAN
SERVICES

Participant website registration and i:enrollment

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You will need

(1) contract number: _____ (2) i:enrollment access code: _____

Registration

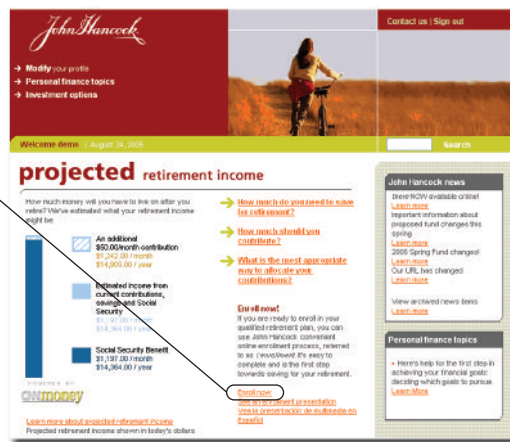
Visit www.jhpenensions.com (or www.jhnyensions.com for plans domiciled in New York) and click on the "register" button under "first visit."

- ▶ Enter your contract number (#1 above)
- ▶ Enter some personal information
- ▶ Create a username and password
- ▶ Enter your email information (you will receive a Welcome email notifying you when your account has been set up and activated)

i:enrollment

To get started click "Enroll now" on the homepage.

- ▶ Input the contract access code (#2 above)
- ▶ Enter personal information
- ▶ Complete beneficiary information
- ▶ Indicate contribution in dollar amount or percentage
- ▶ Select investment option(s)
- ▶ Review and confirm the information you've entered
- ▶ Print and sign the enrollment summary and submit it to your plan administrator



Once
registered,
you're ready
to enroll!

PIN

- ▶ If you received an enrollment form, remove the PIN card from the top right corner and have it with you when you enroll online. You will be prompted to enter some information to activate the card.
- ▶ If you did not receive an enrollment form and enrolled online, your PIN will be mailed to you within 5-7 days business days. When you receive your PIN, log back onto the website and you will be able to access your account.
- ▶ Once your account has been set up, you will need your PIN the first time you access your account information online to protect your privacy and security of information.

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