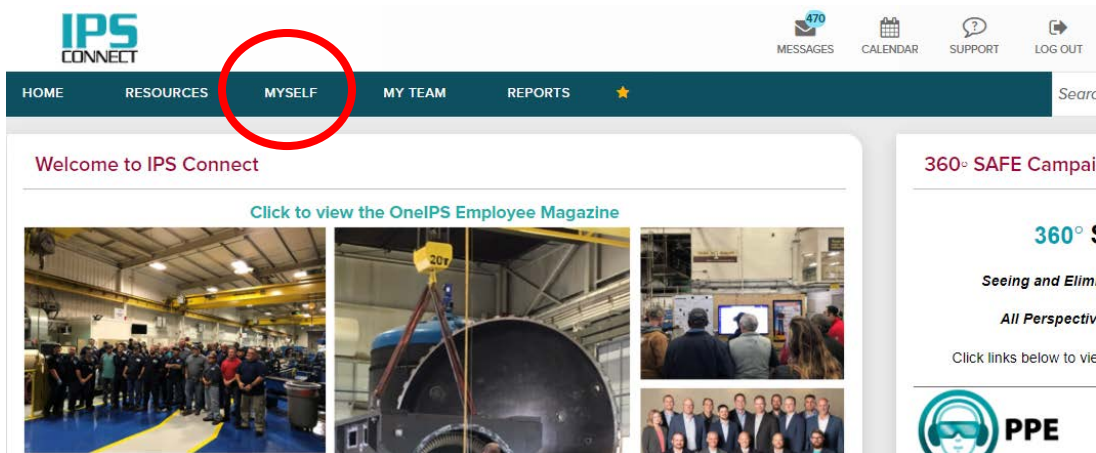


Accessing Your IPS Connect 401k Account

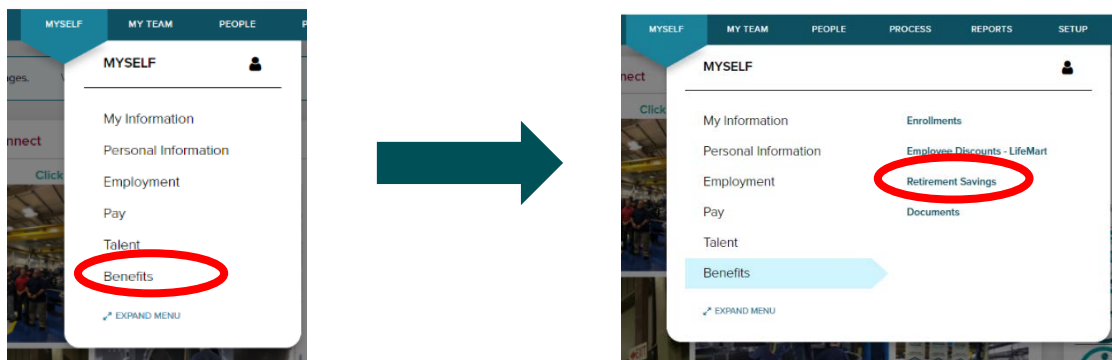
1. Begin by logging in to your IPS Connect by going to home.ips.us and clicking on the IPS Connect icon:



2. Once you are logged in, click 'myself' in the bar at the top of the screen

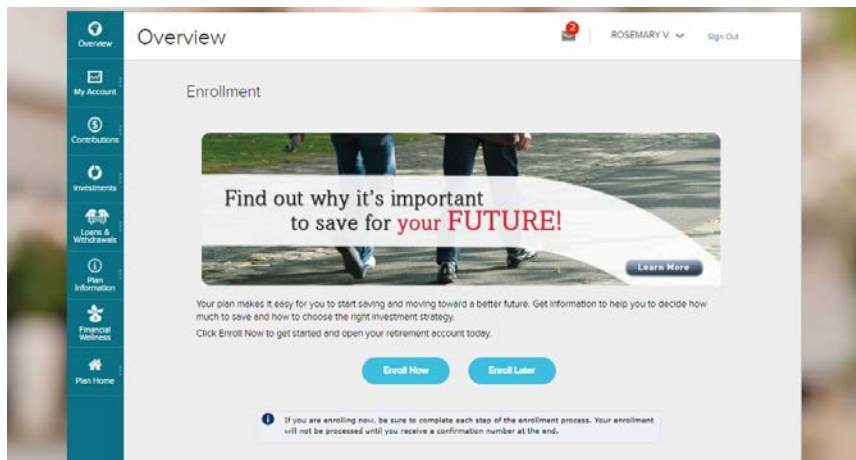


3. From the menu that appears click 'benefits' then 'retirement savings'



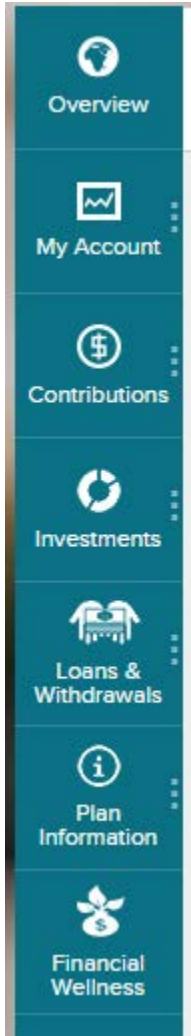
4. The enrollment screen will open in a new window

- a. To enroll, click 'enroll now' and select the percentage you'd like to contribute to your 401k account
- b. To prevent Auto-Enrollment after 45 days, click 'enroll later'



Navigating the IPS Connect 401k Website

To Navigate the 401k website, you can use the buttons to the left of the screen to do the following:



View your 401k plan dashboard

See your transactions, balance history, issued checks, quarterly statements and manage beneficiaries

Change your contribution amount and view details of your account balance

Pick & make changes to investments, check investment(s) performance, and rebalance your account

View an existing loan or make a loan request and view 1099R Tax Forms for withdrawals made

View plan details and disclosures

View financial wellness tools, options, & learning materials that ADP has to offer