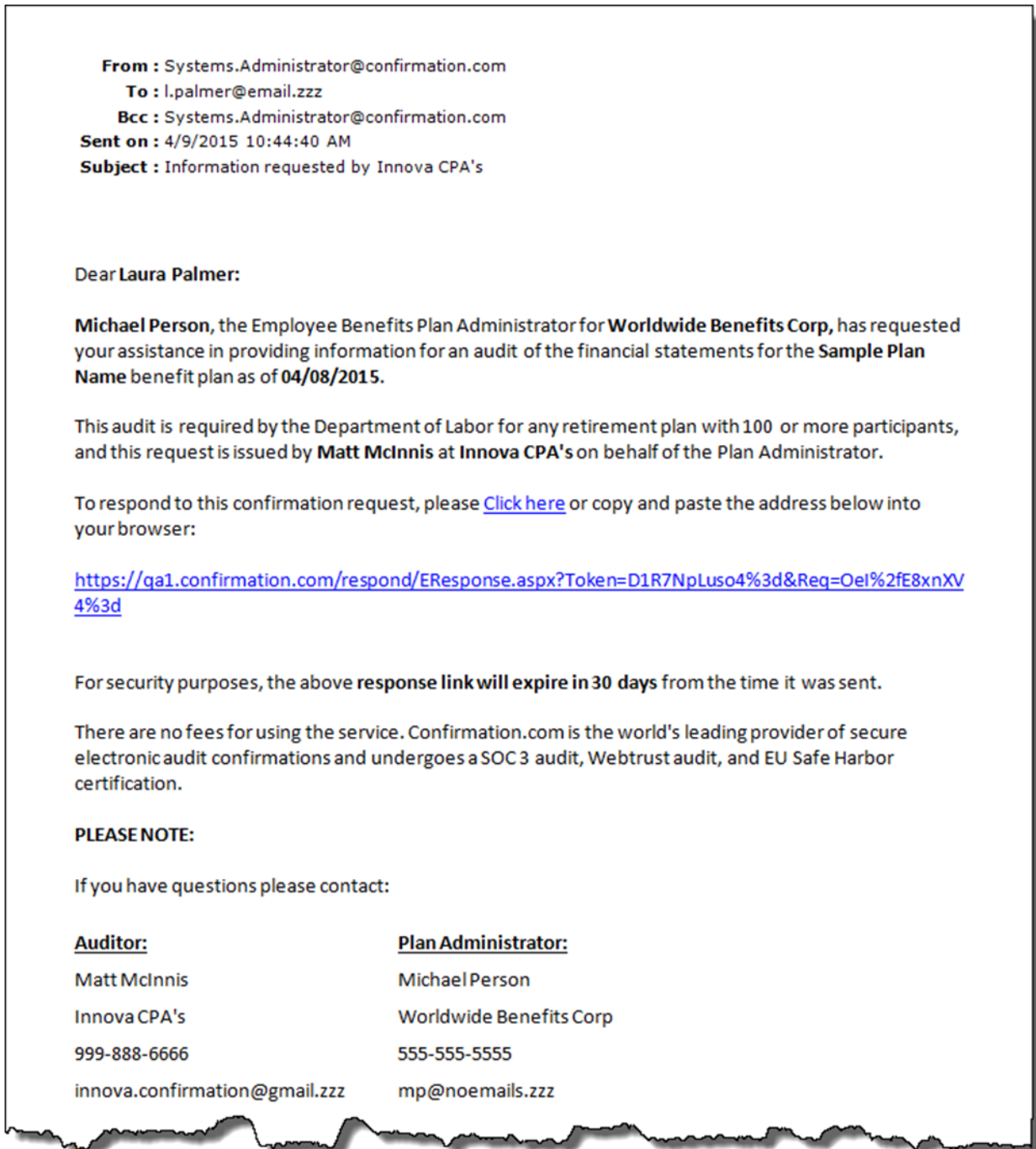


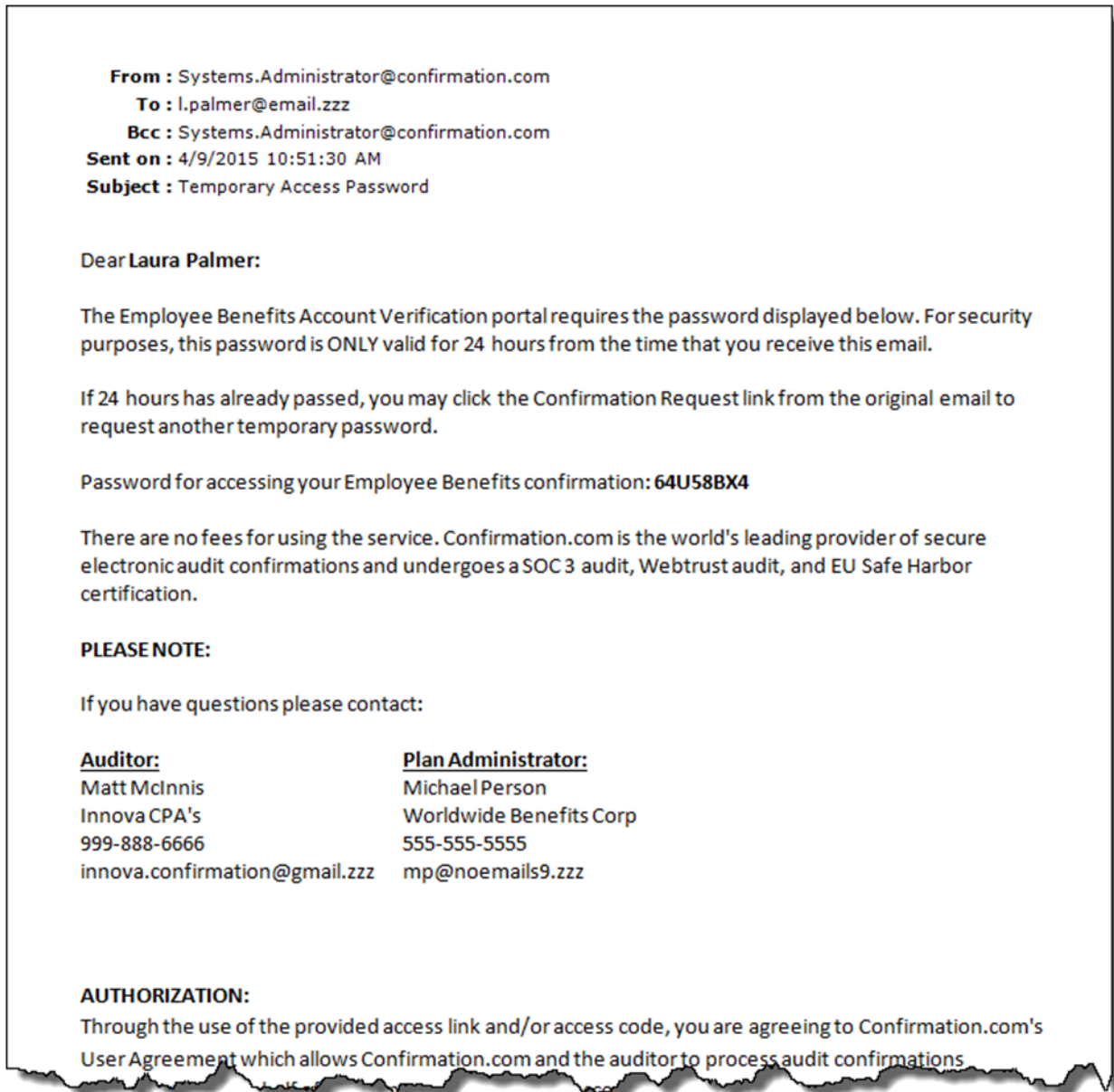
EBP Plan Participant Guide – Electronic

You will receive an email from systems.administrator@confirmation.com. **DO NOT DELETE**. Follow these instructions to respond to the confirmation request.

1. Click the link within the email in order to generate a new Password Email and a pop up window to log in to your request.



2. Once you click the link, you will receive a Password email. Copy/paste or type the password into the Account Verification pop up window.




3. This is the Account Verification window. It also opens when you click the link. **DO NOT CLOSE** – simply keep it open for now.
 - a. Go back to your email and retrieve your password.
 - b. Place password in box provided and click “Submit”

The screenshot shows a web browser window titled "Employee Benefits Confirmation" with a "close" link in the top right corner. The main heading is "Account Verification". Below this, there is a warning: "Do not close this window or your temporary password will expire. Your temporary password was sent to the email address provided. Enter the temporary Password in the field below." The form contains the following fields and elements:

- Plan Name:** Sample Plan Name
- Participant:** Laura Palmer
- Password:** A text input field with a red asterisk, followed by a "submit" button.
- I have read and accept the [User Agreement](#) *

At the bottom right, there is contact information: "Need Help? Contact us at: 1-866-325-7201 or 1-615-844-6222" and an email link "Customer.Support@confirmation.com". A red asterisk legend states "* Denotes required field". A "Privacy Statement" link is also present. A "close" button is located at the bottom center of the window.

- This is an example of your confirmation. Please follow the instructions on the document, review the information, and submit back to the auditor.


Confirmation.
WELCOME LAURA PALMER [LOGOUT]

Employee Benefit Plan

Our auditors are conducting an audit of the financial statements for the referenced benefits plan. Please provide to our auditors the following information related to your participation in the plan as of the date specified. This audit is required by the Department of Labor for any retirement plan with 100 or more participants. Your participation and prompt response to this request is appreciated.

Request ID: 07x8k-p48k6v

1 Review Account Information

Participant	Plan Name	Account ID
Laura Palmer	Sample Plan Name	1234567890

Attachments regarding your plan [\(Click to view/download attachments\)](#)

File Name	Date	Size	User Name	User Type
Laura.Palmer.2014.pdf	03/05/2015	80.9 KB	Matt McInnis	Auditor

2 Verify Plan Information

Verify your plan information below. Make updates where applicable.

As of Date 03/01/2015 (mm/dd/yyyy)	Currency USD *	Date of Termination/Retirement N/A	Account Closed <input type="checkbox"/>
Date of Birth 06/14/1979	Date of Hire 08/15/1996	Contribution Percentage (for Plan Year) 7.8 %	Gross Wages (for Plan Year) \$ 48,312.44
Balance \$ 38,458.88	Contribution Amount (for Plan Year) \$ 6,148.00	Net Distribution (if applicable) \$	Loan Balance (for As of Date) \$
Gross Distribution (if applicable) \$	Date of Loan (if applicable)	Loan Amount (if applicable) \$	

3 General Questions / Comments

4 Certify

Name Laura Palmer	Email Address lpalmer@email.zzz	Confirm Email Address lpalmer@email.zzz
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I certify that the information is correct according to my records *


Participant Information

Participant Laura Palmer	Address lpalmer@email.zzz	Account Information Participant: Laura Palmer Plan Name: Sample Plan Name Funds Account ID: 1234567890
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<p>Plan Provider Information</p> <p>Plan Provider Worldwide Benefits Corp 1234 Main St. City, TN 33333 United States</p>	<p>Requestor Information</p> <p>Accounting Firm Innova CPA's 1234 Chablis Ct. Summertown, LA 55515 United States</p> <p>Lead Auditor Matt McInnis 999-888-6666 innova.confirmation@gmail.zzz Office: Pripyat Accounting</p>
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All dates displayed as mm/dd/yyyy
*USD - United States of America, Dollars

* Denotes required field


Confirmation.

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Use of this Web site constitutes acceptance of the Capital Confirmation [User Agreement](#) and [Privacy Statement](#).
Capital Confirmation's business processes are covered by US Patent Nos. 7383232, 7831488, 8442880, 8484105, 8510185, 8543475. Other patents are pending.

If you need assistance, contact our customer support at 1-866-325-7201 or customer.support@confirmation.com.