

# How to enroll online

## Getting started in the plan

You can enroll in your employer-sponsored plan online – it’s fast, easy, and entirely at your convenience! Just follow the steps below to get started. Log on now at [www.voyaretirementplans.com/enrollment](http://www.voyaretirementplans.com/enrollment)

### Enroll Here

Please read the important information on this page and then click on “Login” to continue.

### Login Page

This page will ask you for your plan number, kit number, location code and Social Security Number. (Find your plan-specific numbers and code on the back of this flyer.) Fill in the numbers and click through to the login verification page to review your entries and acknowledge your receipt of prospectuses. Then hit “Continue”.

### Personal Information Pages

*Participant Information, Beneficiaries*  
As you move through the next two pages, fill in your personal information, and be sure to list your beneficiaries.

Beneficiary Name*	Relationship*	Primary %	Contingent %

### Contribution Amounts

The following page asks you to enter the amount you wish to contribute to the plan in **Each Pay Period**, either as a percentage of your salary, or as any dollar amount you select.

	% Valid Range	\$ Valid Range
EE PRETAX I (RP)	0 to 80	0 to 17500

### Investment Options

This page enables you to select how you want your contributions to be invested within the plan. If you’re unsure about which investment options to choose, contact your local representative for help deciding which options are right for you.

%	Fund	Stability of Principal
<input type="checkbox"/>	[2574] BlackRock Liquidity Federal Trust Fund - Institutional Shares	X
<input type="checkbox"/>	[3313] Vanguard® Prime Money Market Fund - Institutional Shares	X

Note: graphic images may vary from example slides

## Review Selections Page

Check your selections on this page to be sure they are correct.

Review Selection	
Your enrollment is not yet complete. Please review the information you provided before proceeding. Use the Back button to make changes. Use the Continue button to read acknowledgments before processing your enrollment. You may print a copy of this confirmation by clicking on your browser's print button.	
<b>Plan Information</b>	
Plan Number	VFZ032
Plan Name	TEST TESTER
Social Security Number	111-22-3333
<b>Participant Information</b>	
Name	TEST TESTER
Gender	M
Marital Status	MARRIED
Date Of Birth	01/01/1991
Date Of Hire	01/01/2001

## Submission Page

Please read the acknowledgement carefully. Once you indicate your acceptance (click "yes"), you can click on "submit".

Acknowledgement and Submission	
Please read the following acknowledgments before processing your enrollment.	
By enrolling through Online Enrollment, your electronic instructions will be deemed to have the same effect as if you had submitted your election instructions in writing. All account information and transactions are subject to the terms of your employer's plan.	
Any person who knowingly presents a false information in an application for insurance is	<input type="radio"/> Yes <input type="radio"/> No
In addition to completing this Online Enrollment agreement form and/or beneficiary designation form, you must also agree to the following: I have been informed about various features of deferred variable annuities or funding agreements, including the period; any applicable surrender charges; applicable IRC withdrawal restrictions; tax penalties applicable to page 59 1/2; mortality and expense fees and/or daily asset charges; investment advisory fees; charges for and insurance and investment components; and market risk.	
<a href="#">&lt; BACK</a> <a href="#">CANCEL ENROLLMENT X</a> <a href="#">SUBMIT &gt;</a>	

## Confirmation Page

When you reach this page, you're done! Now you can monitor, manage and update your retirement plan account online.

Confirmation
<b>Enrollment is Complete</b>
Written Confirmation of your enrollment information will be mailed to you. Please carefully review the Confirmation and call the toll-free number found on the confirmation, should you need to make any changes to your account information.

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## Login information:

Plan Number: VFZ493

Kit Number: 127494

Location Codes: 0001

## Remember, we're here to help.

If you have any questions about the online enrollment process or any other features or functions of your new plan website, please call **Nicole Kelly, CFS, 315-466-5590**



Not FDIC/NCUA/NCUSIF Insured | Not a Deposit of a Bank/Credit Union | May Lose Value | Not Bank/Credit Union Guaranteed | Not Insured by Any Federal Government Agency

**You should consider the investment objectives, risks, and charges and expenses of the mutual funds offered through a retirement plan carefully before investing. Fund prospectuses and an information booklet containing more complete information can be obtained by contacting your local representative. Please read the information carefully before investing.**

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