

Account Login and Enrollment via the Participant Website

www.newportgroup.com

Participants may access the participant website at www.newportgroup.com and click “Login” in the upper right hand corner of the page. Select “Plan Participant” to bring up the login screen. Follow the steps below to complete the enrollment process:

- Under “User Name” enter in your social security number (no dashes).
- Under “Password” enter your date of birth (MMDDYYYY format), click “Login”

Once you have gained access to the system, you will be prompted to change your User Name and Password and Accept the Terms & Conditions of the website. Then a series of enrollment screens that capture pertinent information will be presented to you.

Click “Start Enrolling” and then “Continue” after each step is completed.

Step 1 – Personal Information: This page will include your personal data on file, including but not limited to the following: name, date of birth, date of hire, marital status (if known), email address and home address. You may make changes to your contact information on this section of the website by clicking on Make Changes.

Step 1A: Beneficiaries: This step allows you to designate your beneficiaries. Please note that while you may enter the beneficiary information on the website, it is also necessary to submit a signed beneficiary form to the Plan Sponsor. This form is located under the Notices, Forms & Plan Information link at the top right hand corner of the screen.

Step 1B: Paperless Communication option: This step allows you to designate your preference in receiving quarterly statements electronically as well as any and all alerts regarding your retirement plan account from Newport Group. Accept the Communication Disclaimer and Continue.

Step 2 – Retirement Goals: This step allows you to input specific information about your retirement goals so that the information provided in the retirement income projection graph is accurate. We strongly recommend that you complete this important step.

Step 3 – My Contributions: This step allows you to enter in the amount you wish to contribute per pay period either as a percentage or a flat dollar amount. Once finished, click “Continue to My Investment Choices”.

Step 4 – My Investment Choices: This step allows you to review fund performance and prospectus information and select your investments. Your total election percentage must equal 100%.

Step 5 – Summary: This final screen allows you to review the information entered into the system and make any necessary changes to the content.

Once you are comfortable with the information, click “Complete Enrollment” to complete the process.

If you require assistance or have further questions regarding your account, please don’t hesitate to contact the Newport Group Participant Services toll free number at 1(888) 401-5629 or send an email to customerservice@newportgroup.com.