Using Fidelity Plan Manager to Fund Your SIMPLE IRA Plan

Fidelity Plan Manager is the easy, convenient, and secure way to manage your SIMPLE IRA Plan. This electronic contribution service eliminates the need to write checks to your retirement plan and can reduce errors. Available 24/7,* Fidelity Plan Manager is there when you need it. The following steps walk you through the process of using this efficient online service.

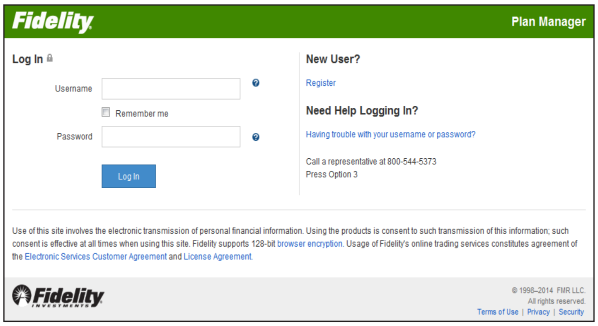
Questions? Call a Fidelity retirement representative from 8:00 a.m. to 8:30 p.m. Eastern time, Monday through Friday, at 1-800-544-5373.

1. Register for Plan Manager

To access your SIMPLE IRA plan online, you'll first need to complete the new user registration to establish your own unique username and password. Go to **https://planmanager.fidelity.com**.

You will be asked for verification information and to provide your Funding Account Number. (Use the Fidelity SIMPLE IRA Plan Electronic Funding Service account number provided on your Electronic Funds Transfer confirmation or your Monthly Investment Report.)

Click *Register.*



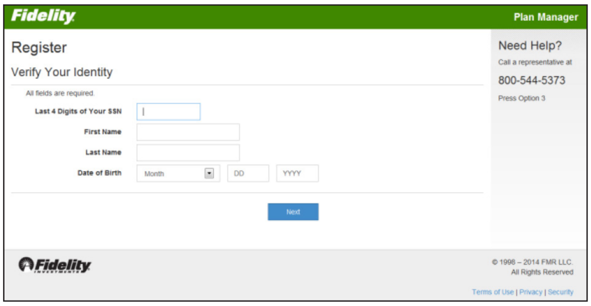
For illustrative purposes only.

2. Verify Your Identity

To confirm your identity as the Primary Authorized User, please enter the following information:

- Last four digits of your SSN
- First and last name
- Date of birth

When finished, click *Next.*



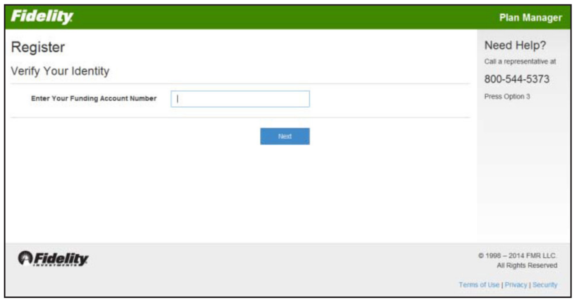
For illustrative purposes only.

*There is a maintenance period where some services may not be available.

3. Verify Your Identity (continued)

Enter your funding account number. This is the account number found on your Monthly Investment Report that is used for the Fidelity SIMPLE IRA Plan Electronic Funding Service.

When finished, click *Next*.



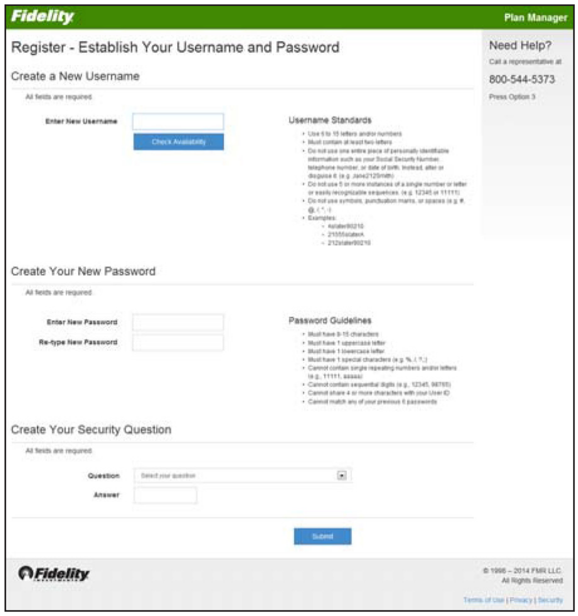
For illustrative purposes only.

4. Establish Your Username and Password

Now that we have confirmed your identity, you will establish your username and password:

- Enter a username (follow the standards listed) and click *Check Availability*
- Enter a password (following the standards)
- Create a security question—the answer must be four digits

When finished, click *Submit*.

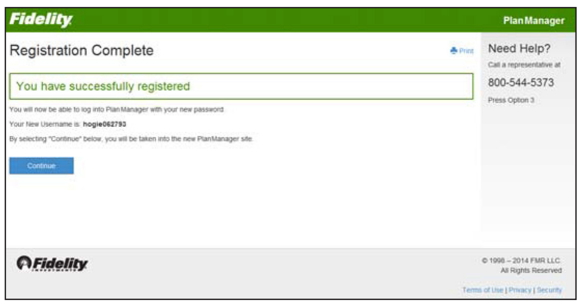


For illustrative purposes only.

5. Registration Complete

Please be sure to record your username so you have it available to log in to the new site.

Click *Continue*.

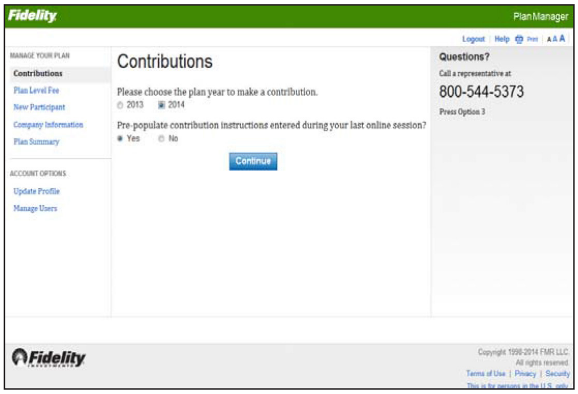


For illustrative purposes only.

6. Select the Year for Your Contributions

- Select the radio button next to the year for which you're making the contributions.
- Indicate if you want Fidelity Plan Manager to automatically fill in the dollar amounts you entered during your most recent session. If you do not want the screen to prefill your contribution amounts, select *No*.

Click *Continue*.



For illustrative purposes only.

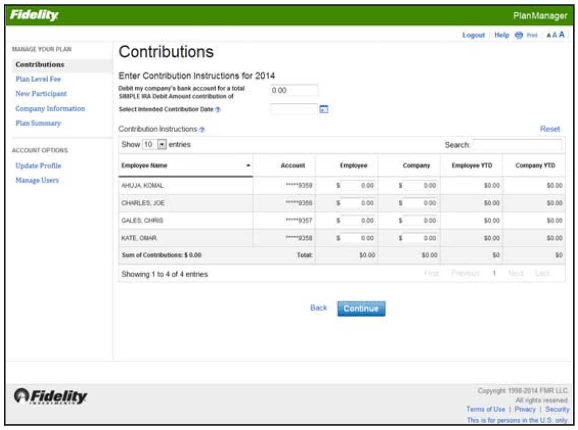
7. Enter Contributions

On this page you can sort your employees alphabetically by last name, by account number, or by contribution amounts. Please contact a Fidelity retirement representative if you need to discuss removing a terminated employee from Plan Manager.

It's important to remember not to use commas or dashes when entering the following information:

- Company's total contribution amount
- Intended contribution date (at least two business days in advance)
- Contribution amounts for each employee

When ready, click *Continue*.

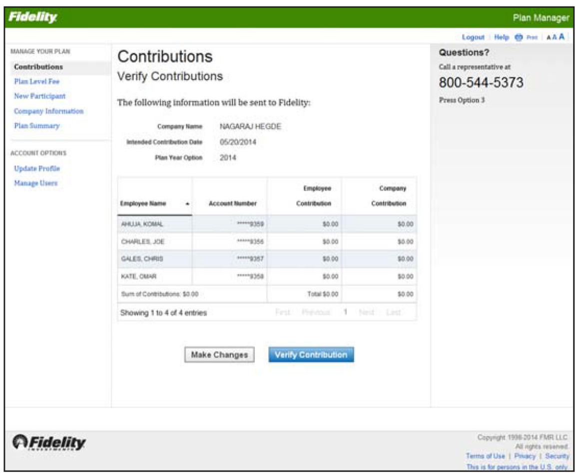


For illustrative purposes only.

8. Verify Your Contribution

Check your final instructions carefully. After submitting your contribution information, you'll see a summary of your proposed transaction. Click the *Make Changes* button to make any changes. This is your opportunity to review and revise your instructions if necessary—before any money is moved.

When ready, click *Verify Contribution*.



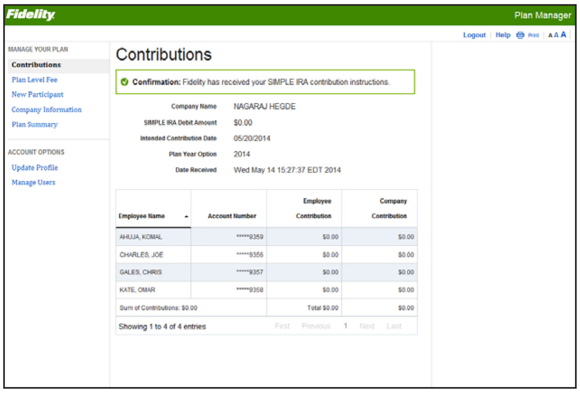
For illustrative purposes only.

9. Print a Copy for Your Records

Upon submitting your transaction, you will receive a confirmation of your activity. You will want to print and save a copy of your transaction for your records.

- Your bank account will be debited and the assets posted to the accounts (generally in two business days).
- Any established investment selections will be purchased at the next available price once the money arrives at Fidelity.

You cannot submit another contribution for the same year until this transaction has been fully processed.



For illustrative purposes only.

Fidelity retirement representatives are available to help from 8:00 a.m. to 8:30 p.m. Eastern time, Monday through Friday, at 1-800-544-5373.

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