

Welcome to Gordon Prill, Inc. 401(k) Profit Sharing Plan

Enroll today!

Online Registration Instructions

Good news! Gordon Prill, Inc. offers automatic enrollment and saving features in the Gordon Prill, Inc. 401(k) Profit Sharing Plan to help make plan participation fast and easy.

Here is how it works:

If you meet eligibility requirements, you will be automatically enrolled in the plan at 6% on a pretax basis. This means that at each payroll period, a deduction of your before- and after-tax contributions will be automatically contributed to the plan and invested in the plan's default fund. Please see your plan sponsor for more information.

To make changes to your contribution rate, investment choice(s), or stop automatic payroll deductions, please follow these instructions:

To make changes online:

- Visit TA-Retirement.com
- Click on the **First time user? Register here** link located on the top left-hand corner of your screen within the "Your Account: LOGIN" section.
- Select "I am an employee" and click **Continue**.
- Enter your Social Security Number and click **Continue**.
- Enter your Date of Birth and ZIP/Postal Code and click **Next**.
- Create your own unique Username and Password and click **Next**.
- Agree to the site Terms of Use.
- Agree to the Consent to Do Business Electronically agreement.
- Click **Start** to make changes or **Opt Out** to stop automatic elections.
- From this point forward follow the simple online instructions which will help you to set up or make changes to your contribution rate, investment choices, and future contribution elections.

If you DO NOT want to be *automatically* enrolled in the 401(k) plan, you must elect not to participate at this time.

If you cannot enroll online, please see next page for Telephone Enrollment Instructions.

By completing the enrollment process online, you are authorizing payroll deduction of plan contributions. Authorization of plan contributions constitutes a "cash or deferred arrangement" under Section 401(k) of the Internal Revenue Code and such contributions are subject to the withdrawal restrictions of the plan. Contributions made to the plan are subject to certain limitations imposed by Federal law and these contributions may be refunded to comply with these laws. By submitting this authorization online, you understand that neither Gordon Prill, Inc., the plan trustee, their affiliates nor their investment choices are liable for any loss when acting upon your instructions believed to be genuine.

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Telephone Registration Instructions

To make changes by phone:
800-401-TRAN (8726)

To utilize the phone enrollment process you will need to use a touchtone phone.

Press 1 for English

Press 2 for Spanish

You will then be prompted to enter your 9-digit Social Security number followed by the pound sign (#), and your 4-digit PIN (Personal Identification Number). Your default PIN is your month and day of birth in MMDD format*, followed by the pound sign (#).

1. PERSONALIZE YOUR PIN

As a first time user, you will be prompted to change your PIN on initial use. The system will request you to enter your new 4-digit PIN, followed by the pound sign (#). Re-enter your 4-digit PIN, followed by the pound sign (#) to confirm. A message will indicate that your PIN was changed successfully. A confirmation will be mailed to your address.

2. ONLINE ENROLLMENT DISCLOSURE

You will be asked to complete the online enrollment process. The disclosure message will ask you if you agree to the terms and conditions of utilizing the online enrollment process. Listen carefully to the terms and conditions, **Press 1** to agree to the terms and conditions of online enrollment.

3. SET UP DEFERRAL/CONTRIBUTION RATE

Your contribution rate is the amount that will be withheld from each paycheck. Enter the rate to be withheld from each paycheck followed by the pound sign (#) **Press 1** to confirm the rate. The contribution rate you select will be sent to your employer to be deducted from your paycheck based on payroll cutoff dates.

4. SET UP INVESTMENT ELECTIONS (See Investment Choices Worksheet)

Your contributions will be invested according to the selections you make here. You will be prompted to enter the percentage to be allocated to each investment option in your plan until the total allocated equals 100%. Percentages must be in whole percentage increments. **Press 1** to confirm your elections. A confirmation will be mailed to your address.

You have successfully completed the phone enrollment process and you may now hang up to end the call or hold and you will be connected to the main menu.

If you DO NOT want to be *automatically* enrolled in the 401(k) plan, you must elect not to participate at this time.

By completing the enrollment process by phone, you are authorizing payroll deduction of plan contributions. Authorization of plan contributions constitutes a "cash or deferred arrangement" under Section 401(k) of the Internal Revenue Code and such contributions are subject to the withdrawal restrictions of the plan. Contributions made to the plan are subject to certain limitations imposed by Federal law and these contributions may be refunded to comply with these laws. By submitting this authorization by phone, you understand that neither Gordon Prill, Inc., the plan trustee, their affiliates nor their investment choices are liable for any loss when acting upon your instructions believed to be genuine.