

PAYEEWEB USER GUIDE

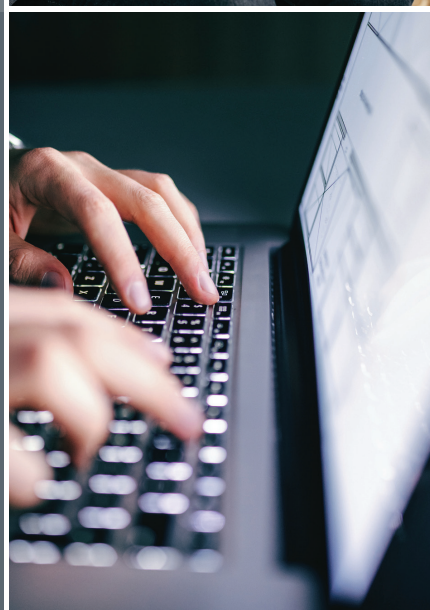




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PNC Institutional Asset Management® (PNC IAM) is providing online access to benefit payment payees. This document will outline how to access and use the new system.

pnc.com/payeeweb

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OVERVIEW

PayeeWeb is an online website that allows plan participants to access their benefit payment records at PNC. Below is the full functionality of the system:

- PayeeWeb provides participants with real-time inquiry access to:
 - Home address
 - Federal and state deductions
 - Recurring payments
 - Tax forms
 - Check history
- If the user is in multiple plans, PayeeWeb will offer access to all plans.
- Update capabilities are available in PayeeWeb for users to change their home address (if in the same state) or to start, change or stop direct deposits. If a change is made after the 15th of the Month, it will not be reflected on the current Month's payment cycle. If it is after the 15th and the change is urgent, please call the PNC Employee Benefits Distribution toll-free line at 1-800-765-6148.
- When address or direct deposit (EFT) updates are made by payees in PayeeWeb, PNC will produce a confirmation letter.



LOGIN PAGE

INITIAL LOGIN

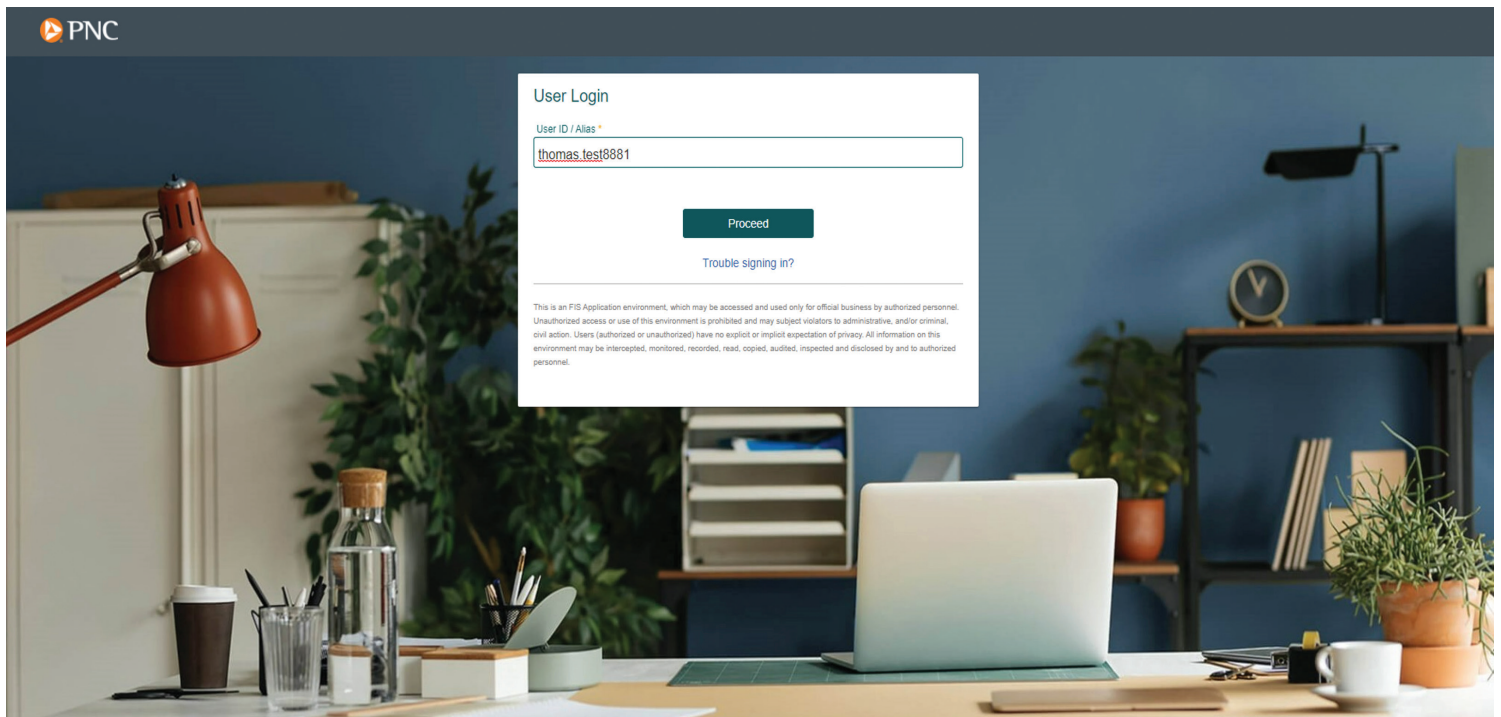
Each payee will receive a personal identification number (PIN) letter.

The information for the first login is:

User Login / Alias: Username

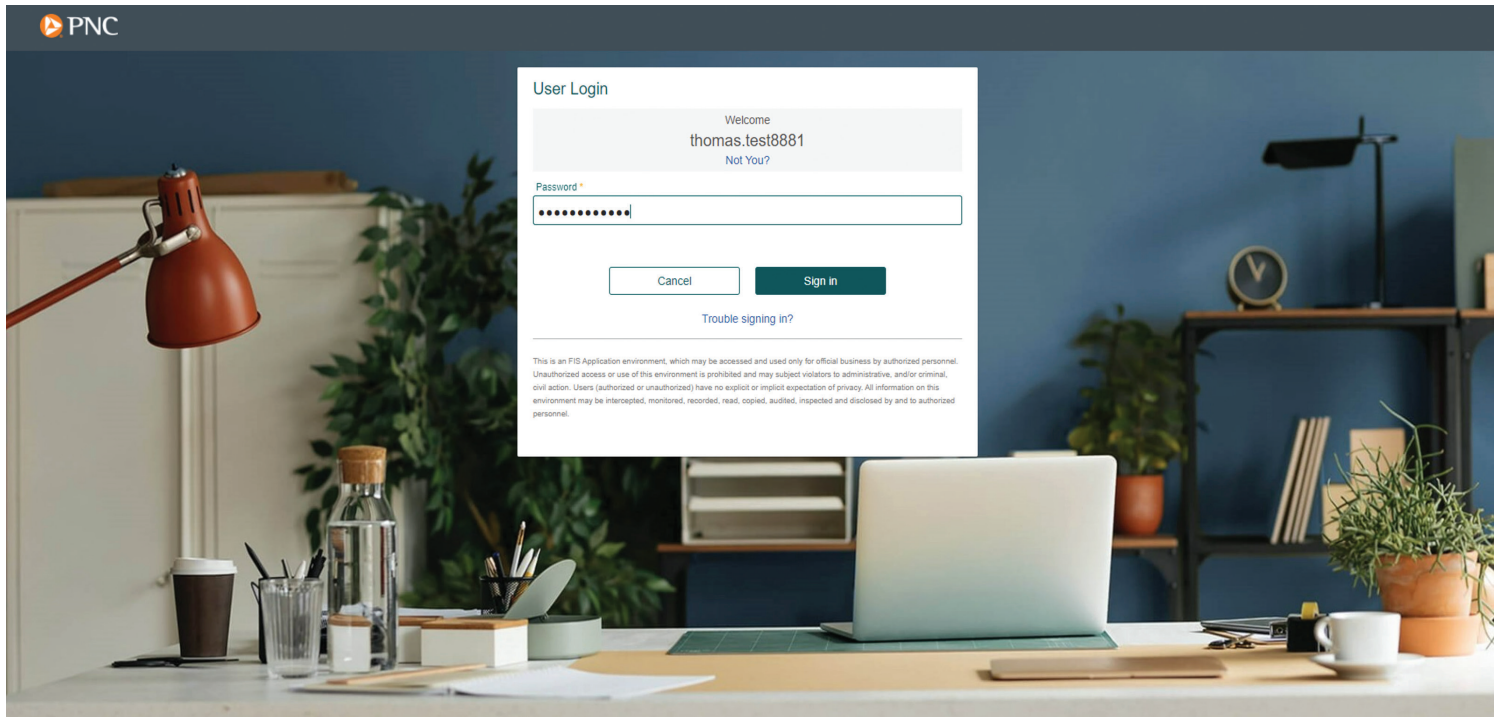
For example, if your name is Thomas Test and your Social Security number is 123-45-8881, your initial username will be **thomas.test8881**.

Once you key in your username, click the **Proceed** button.




Password

Enter the **personal identification number (PIN)** you received in your PIN letter into the Password box (for the initial login only). Note that PINs are case sensitive. Then click the **Sign In** button to continue.



Upon login, you will be prompted to update your username and password. You may re-enter the initial username or create a different one. Then click the **Proceed** button.

- Note that login names can use A-Z, 0-9 and all special characters displayed on the screen.
- Login names **are not** case sensitive.



PNC

Change Login Name


i Due to a recent system change, your Login name (username) is no longer valid. Please change it to something that conforms to the following rules.
Login names can use these characters : "A-Z","0-9","_"," ","@","-",
";","#","\$","%","+",".","/","\";\" \"'\" \"Ä-ÿ\" \"\"(an apostrophe). You can enter lowercase or
uppercase letters, but Login Names are not case sensitive

New Login name *


Cancel

Proceed

Enter your email address and click the **Proceed** button.

PNC

Update Email Address

 Your account does not have an email address setup. You are required to enter your email address before continuing.

Enter your email address *

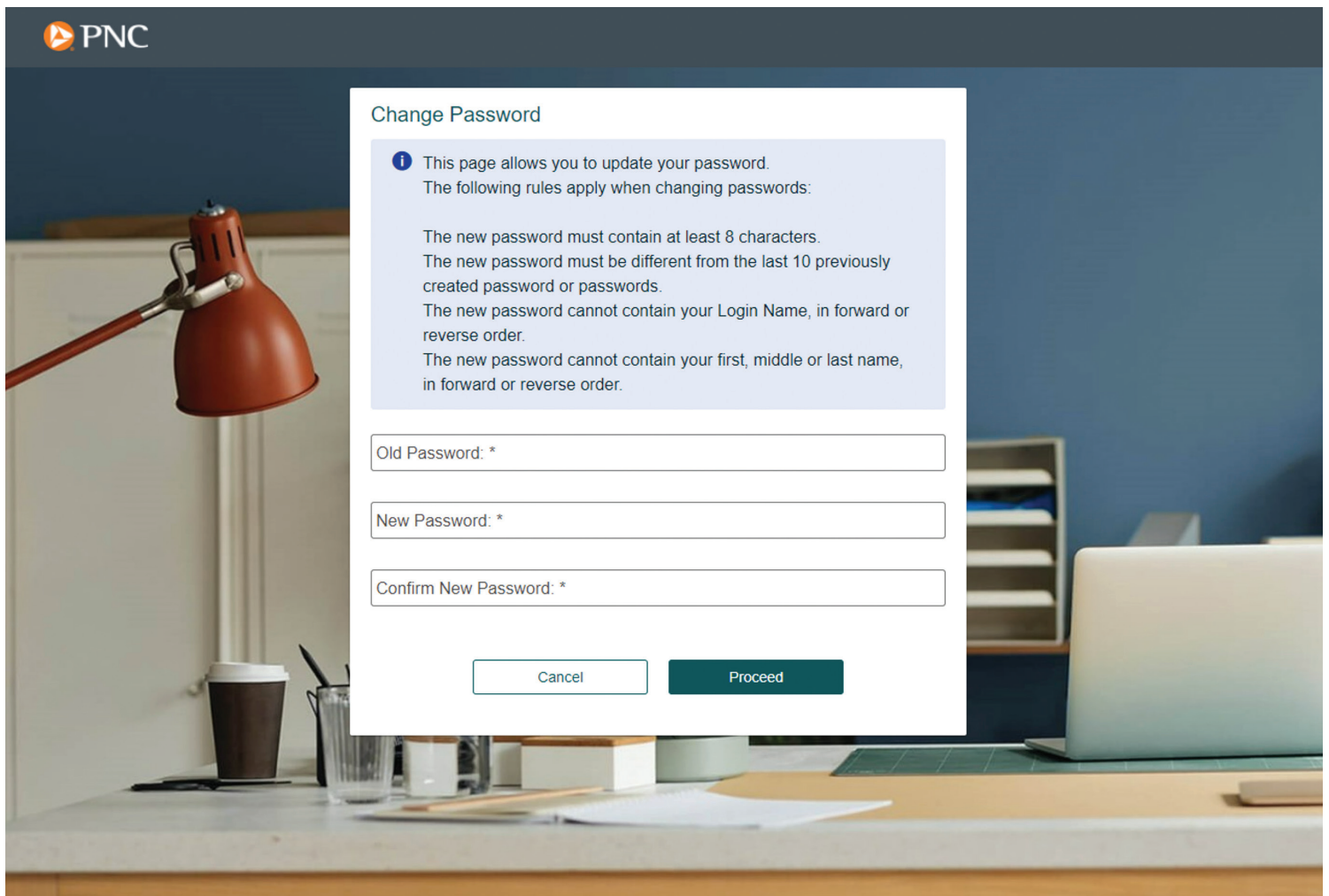
Cancel

Proceed

You are required to change your password. Enter the information to change your password per the rules listed on the screen.

- **Old Password** = PIN from letter
- **New Password** = Create a new password using the rules listed on the screen.
- **Confirm New Password** = Re-enter the new password for confirmation.

Then click the **Proceed** button.

The image shows a PNC 'Change Password' form overlaid on a background image of a desk. The desk has a red desk lamp, a coffee cup, a pen holder, and a laptop. The form is white with a light blue header bar containing the PNC logo. The title 'Change Password' is in a dark blue font. Below the title is an information icon (i) followed by text explaining the purpose of the page and listing password rules. There are three input fields for 'Old Password', 'New Password', and 'Confirm New Password', each with an asterisk indicating it is required. At the bottom are 'Cancel' and 'Proceed' buttons.

PNC

Change Password

i This page allows you to update your password.
The following rules apply when changing passwords:

- The new password must contain at least 8 characters.
- The new password must be different from the last 10 previously created password or passwords.
- The new password cannot contain your Login Name, in forward or reverse order.
- The new password cannot contain your first, middle or last name, in forward or reverse order.

Old Password: *

New Password: *

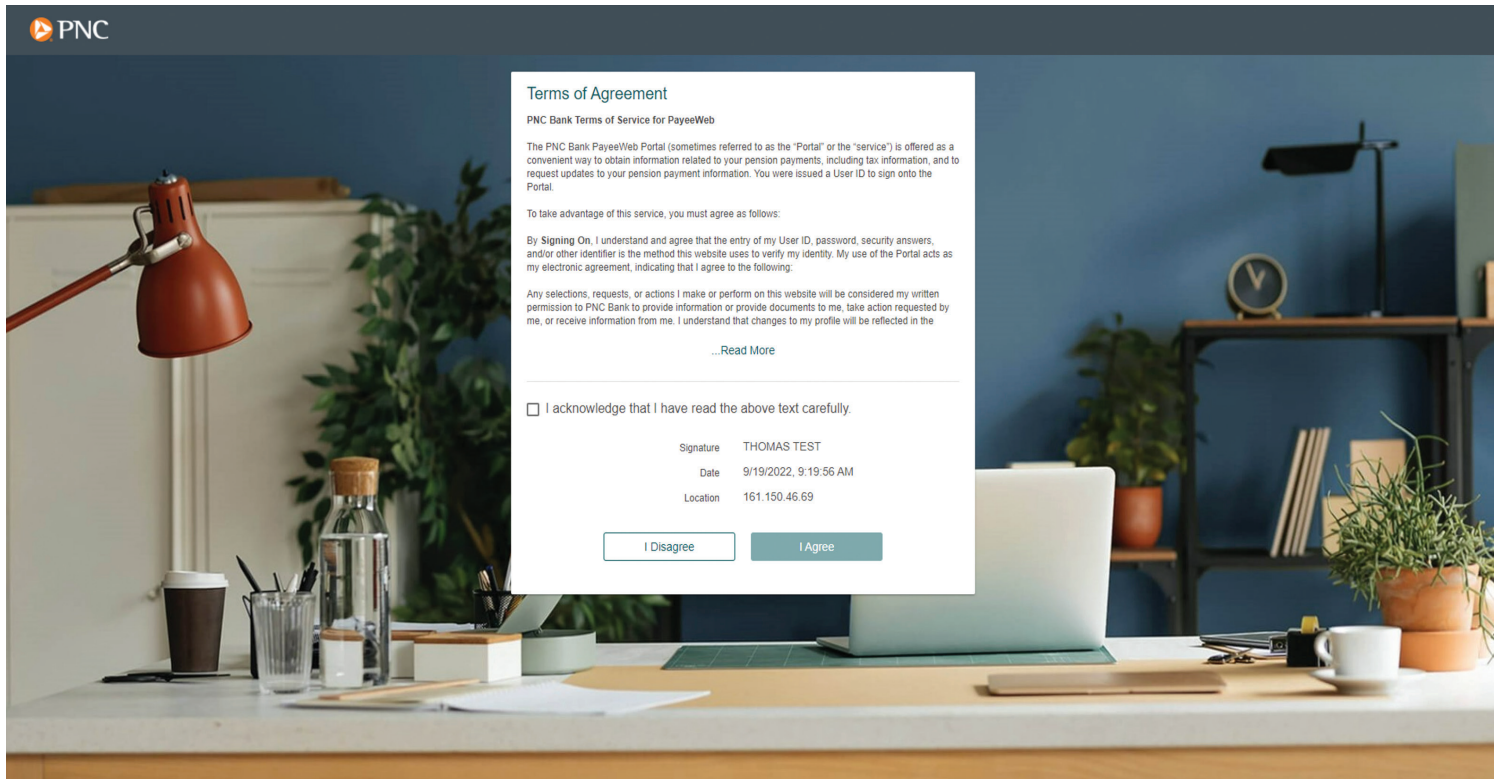
Confirm New Password: *

Cancel Proceed

Acknowledge the Terms of Agreement for using the website:

- Click the box next to “**I acknowledge.**”

Click the **I Agree** button to continue.



For added security, the system uses a one-time password (PIN) to authenticate you. To set up the device for the future, click **Add a New Device** to set up a method for receiving your PIN, which is required for logins.

On the **Add a New Device** screen, select the method you want to receive your PIN for each login and enter the information for that device.

Device Name: Enter an easily identifiable name for your device (example: Tom Cell Phone).

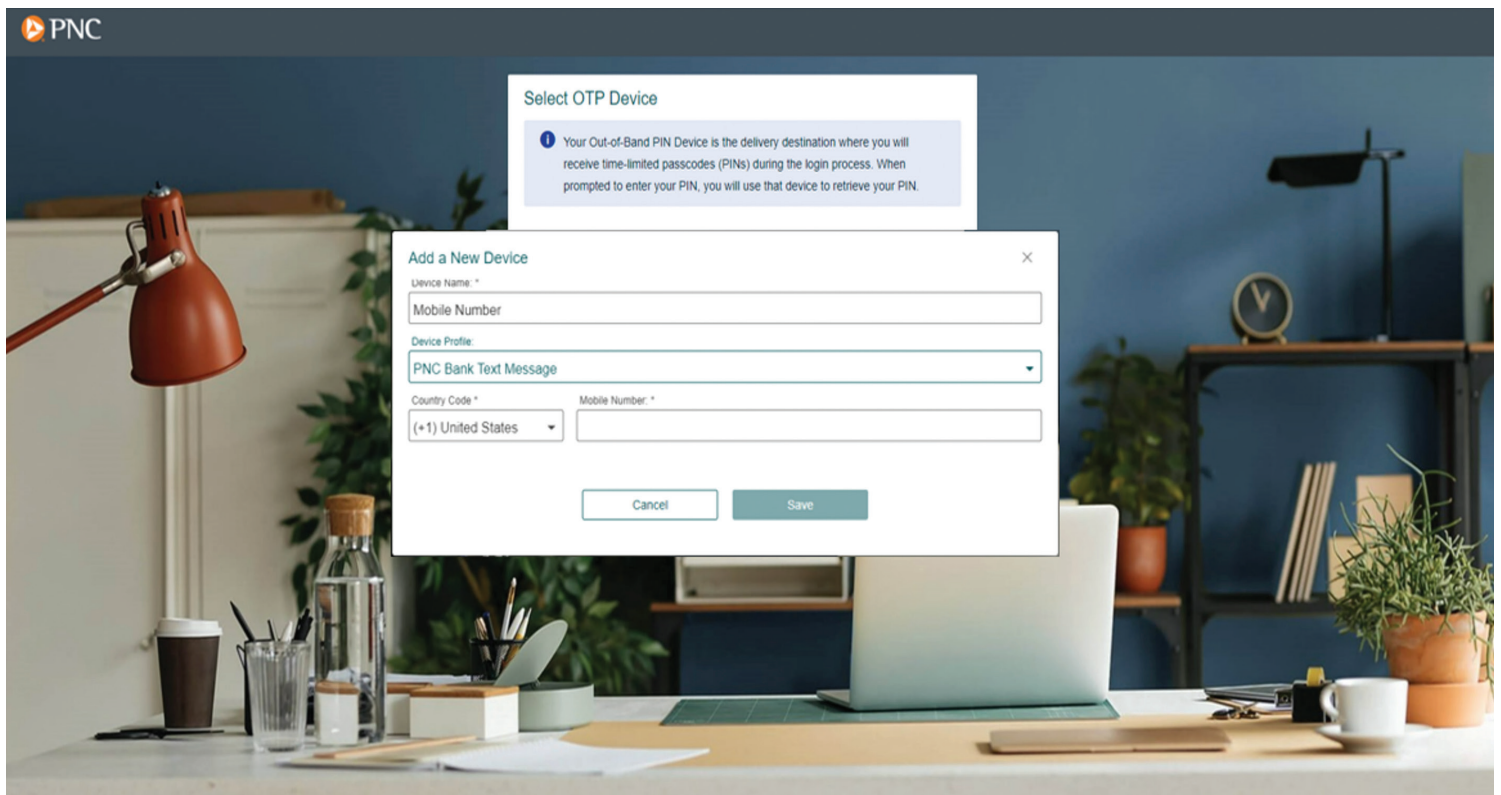
Device Profile: Select from drop-down list one of the following:

- **PNC Bank Phone Message:** Receive PIN via automated phone call
- **PNC Bank Text Message:** Receive PIN via text message on a smartphone

Country Code: Select **Country** from the drop-down list (United States is the default).

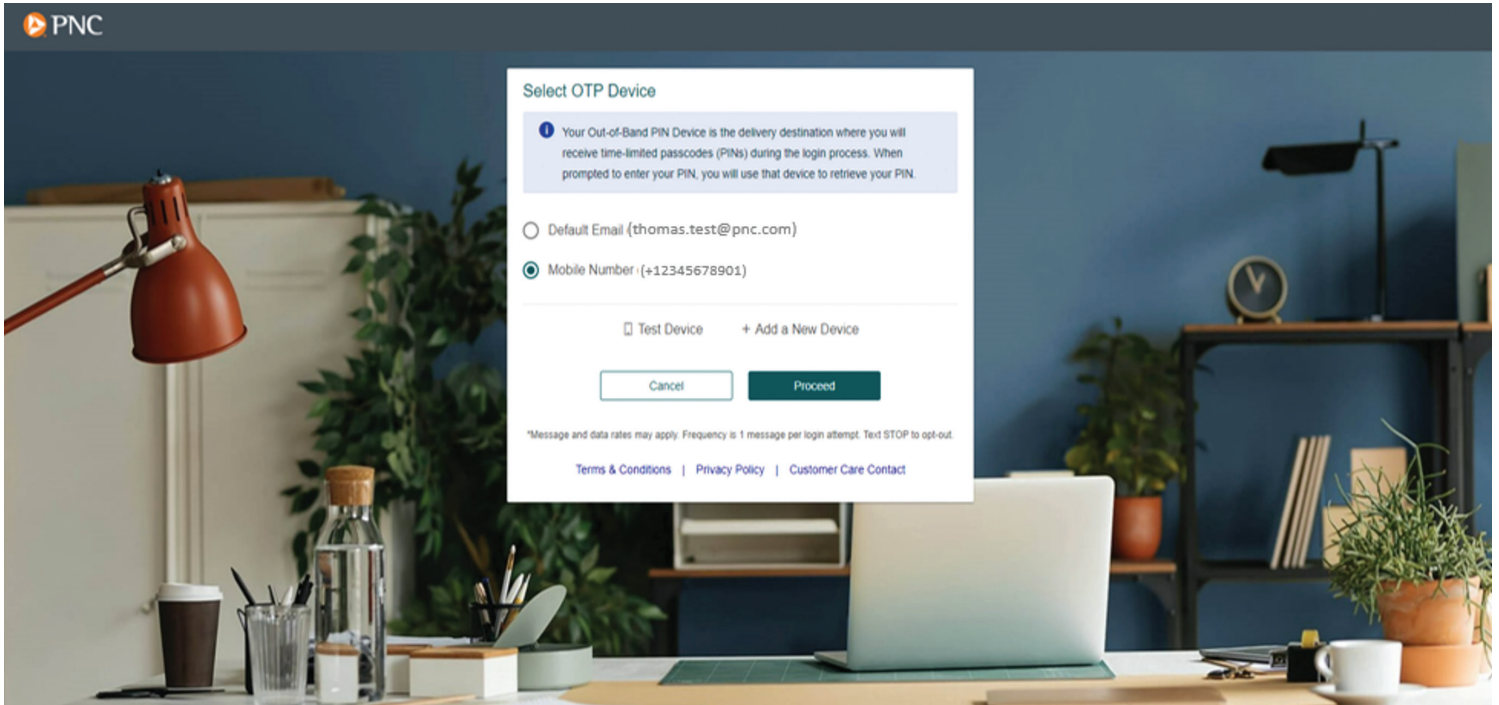
Mobile Number: Enter the phone number to be used, including area code and full phone number.

Click the **Save** button when complete.



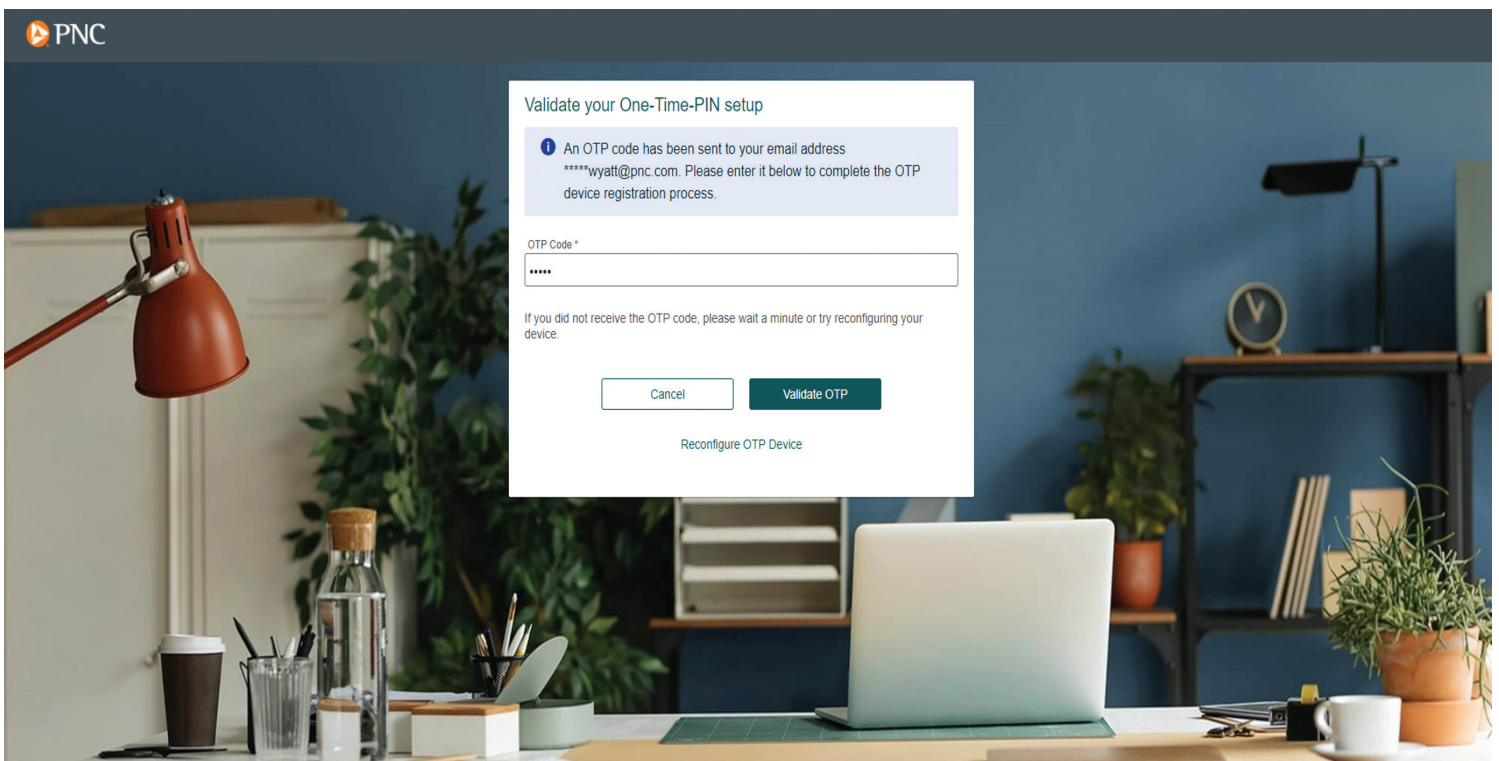
For this initial login, click on an **OTP Device** (email or mobile number) where you will receive your one-time PIN.

Then click the **Proceed** button.



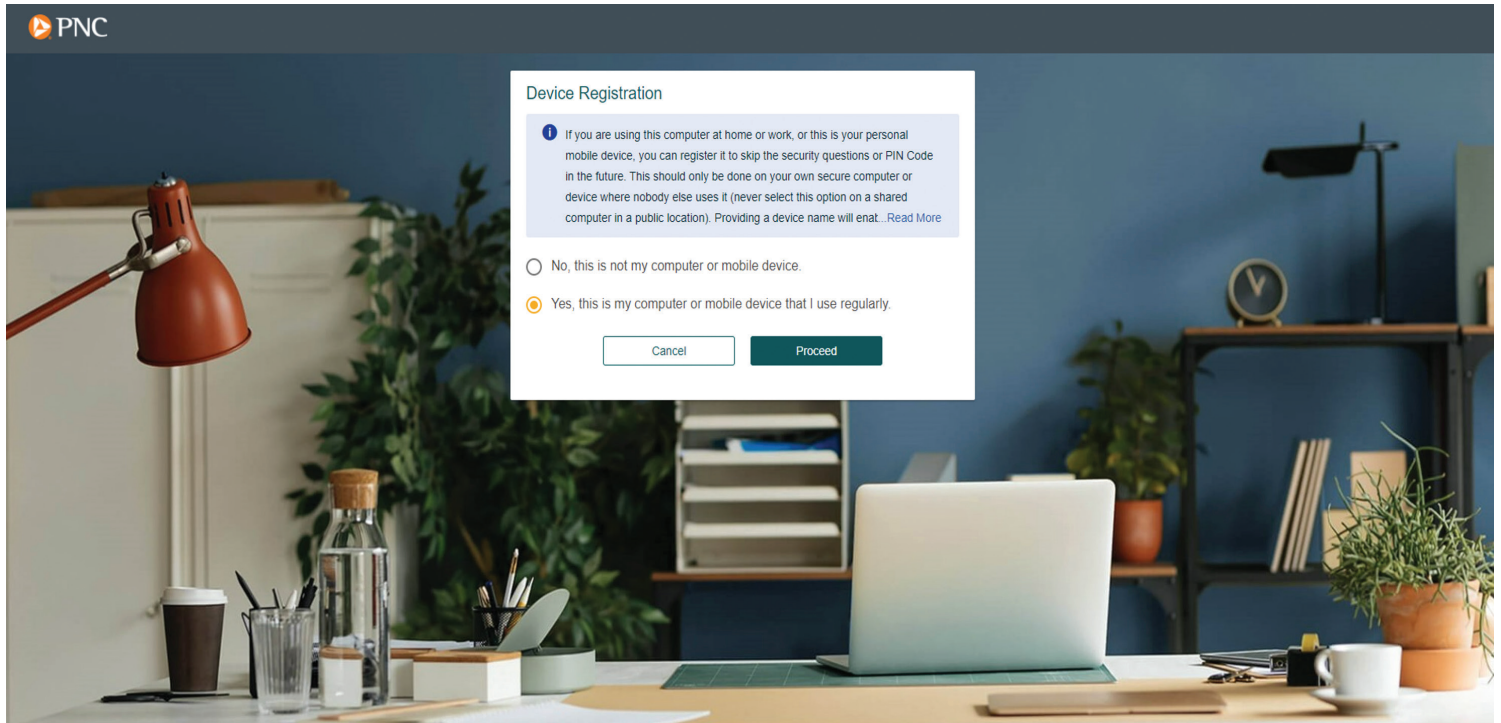
The system will send a 5-character PIN code to the newly set up device.

Enter the case-sensitive PIN code and click the **Validate OTP** button.



Next, indicate whether or not the device you are using to log in will be regularly used and click the **Proceed** button.

- When indicating “**Yes**,” the system stores this information and does not require a PIN code during subsequent login attempts.



SUBSEQUENT LOGIN


After the initial login and setup, subsequent logins will ask for User Login ID and Password. If “**No**” is selected to indicate that you are not using your own secure computer or device, a one-time **PIN** code is generated and sent to your selected device.

PROBLEMS SIGNING IN?

If you have forgotten your password, enter your User Login ID and click the “**Trouble signing in?**” link.

Select “**I forgot my password**” and enter the email on file to reset the password.

Then click the **Proceed** button (*see the first image on the next page*).



Problems signing in to your account.

Please select your issue:

- ☒ I forgot my password.
- ☐ I forgot my username.
- ☐ I think my account is locked.
- ☐ I have problems with the One-Time-PIN.


To reset your password, enter your email address, username or alias.

testemail@pnc.com

*Message and data rates may apply. Frequency is 1 message per login attempt. Text STOP to opt-out.

[Terms & Conditions](#) | [Privacy Policy](#) | [Customer Care Contact](#)

Enter the PIN received by your device and click the **Proceed** button.




Problems signing in to your account.

i Please check your One-Time-PIN device to get the PIN code to use below

PIN Code *

The system will send an email with a temporary password. Log back into the site with your User Login ID and temporary password. Follow the steps to reset your password.



Problems signing in to your account.

A temporary password has been sent to your registered email address. You will be prompted to change this password when you log in.

HOME PAGE

Once signed in to your PayeeWeb profile, you will see your name in the top-right corner.

The **Home Page** has a **Navigation Menu** with tabs on the top border of the screen where you can access the following information:

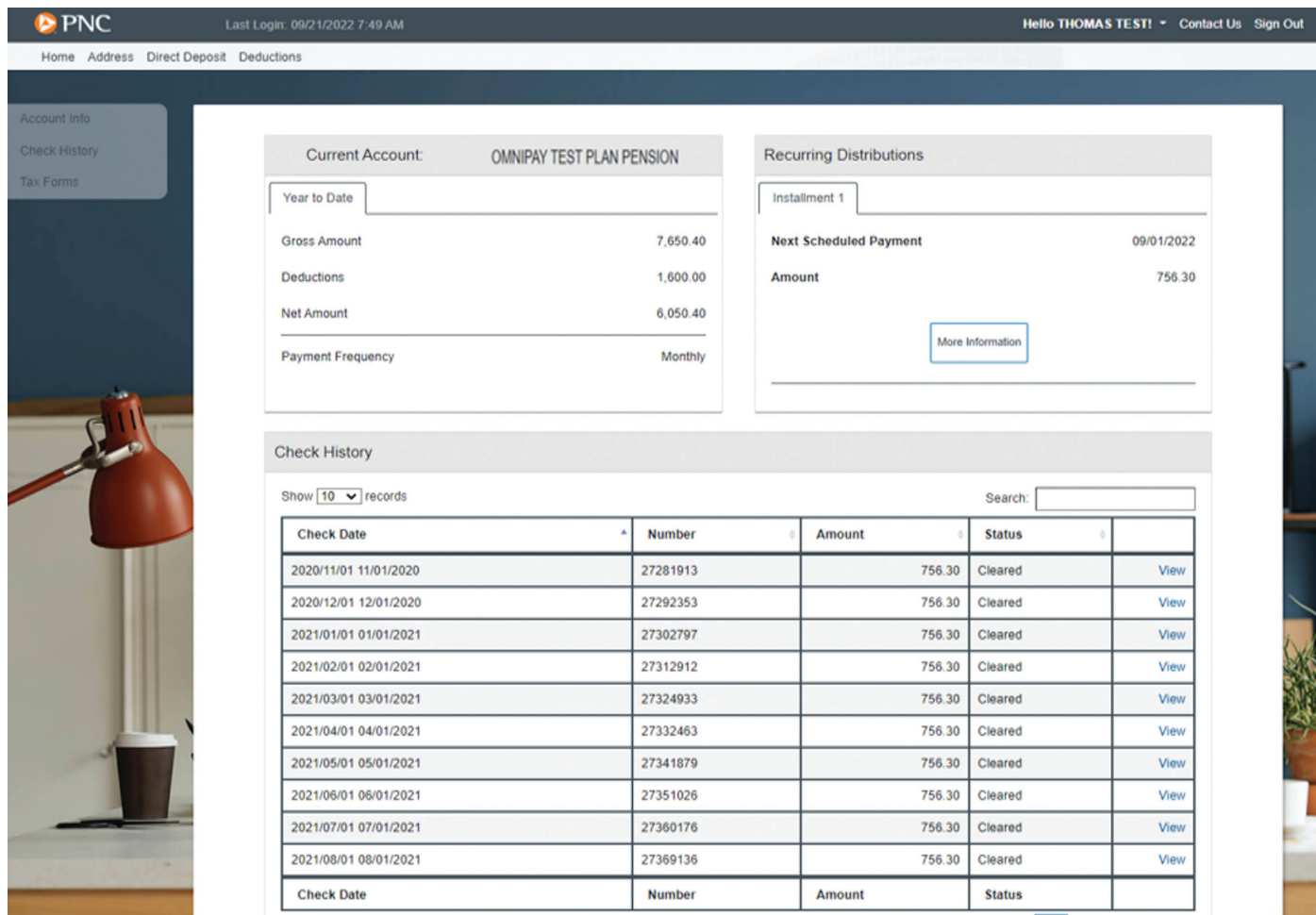
- Address
- Direct Deposit
- Deductions

The **Home Page** displays information about your retirement account.

- Current Account, including year-to-date payment information
- Recurring Distributions, including your next payment date and amount
- Check History, including check date, check number, amount and status for each payment

Note: Payments with direct deposit will also appear in this view.

You may also use the **Quick Links** on the left side of the screen to position yourself on a specific section of the page. They include Account Info, Check History and Tax Forms.



The screenshot displays the PNC PayeeWeb interface. At the top, the PNC logo is on the left, and the user's name 'Hello THOMAS TEST!' with 'Contact Us' and 'Sign Out' links is on the right. Below the header, a navigation bar contains links for 'Home', 'Address', 'Direct Deposit', and 'Deductions'. On the left side, a sidebar menu lists 'Account Info', 'Check History', and 'Tax Forms'. The main content area is divided into three sections:

- Current Account: OMNIPAY TEST PLAN PENSION**
 - Year to Date**

Gross Amount	7,650.40
Deductions	1,600.00
Net Amount	6,050.40
Payment Frequency	Monthly
- Recurring Distributions**
 - Installment 1**

Next Scheduled Payment	09/01/2022
Amount	756.30
 - [More Information](#)
- Check History**

Show records

Check Date	Number	Amount	Status	
2020/11/01 11/01/2020	27281913	756.30	Cleared	View
2020/12/01 12/01/2020	27292353	756.30	Cleared	View
2021/01/01 01/01/2021	27302797	756.30	Cleared	View
2021/02/01 02/01/2021	27312912	756.30	Cleared	View
2021/03/01 03/01/2021	27324933	756.30	Cleared	View
2021/04/01 04/01/2021	27332463	756.30	Cleared	View
2021/05/01 05/01/2021	27341879	756.30	Cleared	View
2021/06/01 06/01/2021	27351026	756.30	Cleared	View
2021/07/01 07/01/2021	27360176	756.30	Cleared	View
2021/08/01 08/01/2021	27369136	756.30	Cleared	View
Check Date	Number	Amount	Status	

QUICK LINKS

ACCOUNT INFO

The Account Info screen displays your Current Account and Recurring Distributions information:

- **Current Account** will list the name of your benefit plan, retirement account data, including the year to date gross, deductions, net amount and payment frequency.
- **Recurring Distributions** will list the Next Scheduled Payment date and Amount. There is also an option to click the **More Information** button to find detailed information on payments, distributions and deductions.

PNC Last Login: 09/21/2022 7:49 AM Hello **THOMAS TEST!** Contact Us Sign Out

Home Address Direct Deposit Deductions

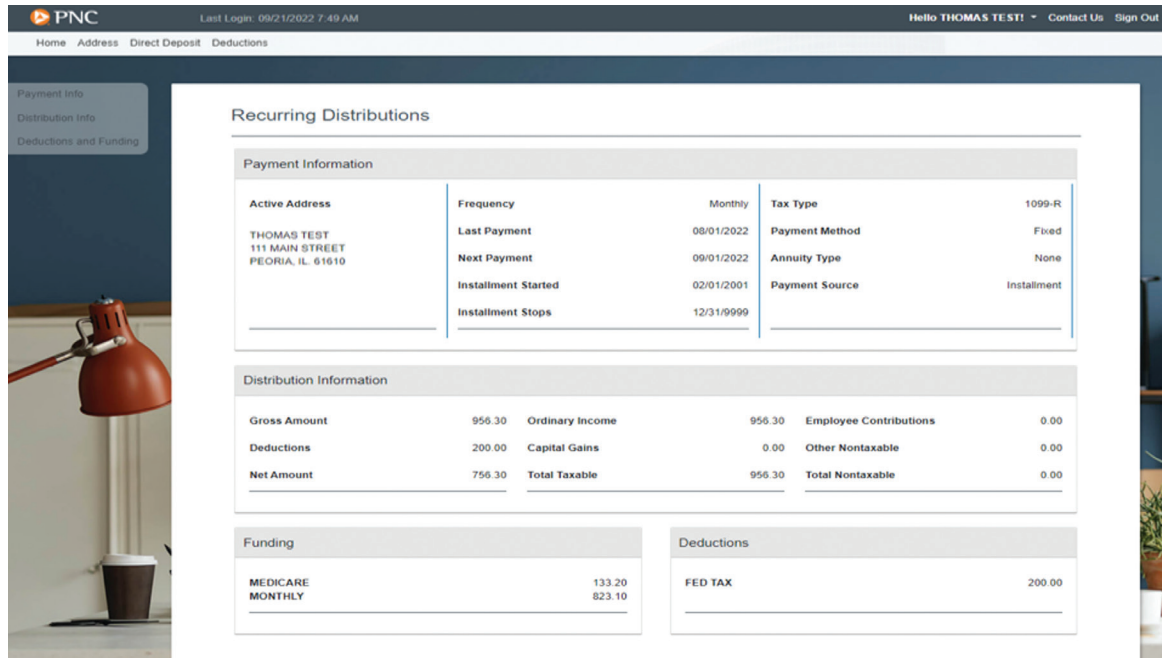
Account Info
Check History
Tax Forms

Current Account: OMNIPAY TEST PLAN PENSION	
Year to Date	
Gross Amount	7,650.40
Deductions	1,600.00
Net Amount	6,050.40
Payment Frequency	Monthly

Recurring Distributions	
Installment 1	
Next Scheduled Payment	09/01/2022
Amount	756.30
More Information	

RECURRING DISTRIBUTIONS

Once you have clicked the **More Information** button, a further breakdown of the upcoming periodic payment will display. You can scroll down the page or use the **Quick Links** on the left side of the screen to move to a specific section of the page.



PNC Last Login: 09/21/2022 7:49 AM Hello THOMAS TEST! Contact Us Sign Out

Home Address Direct Deposit Deductions

Payment Info
Distribution Info
Deductions and Funding

Recurring Distributions

Payment Information

Active Address	Frequency	Monthly	Tax Type	1099-R
THOMAS TEST 111 MAIN STREET PEORIA, IL 61610	Last Payment	08/01/2022	Payment Method	Fixed
	Next Payment	09/01/2022	Annuity Type	None
	Installment Started	02/01/2001	Payment Source	Installment
	Installment Stops	12/31/9999		

Distribution Information

Gross Amount	956.30	Ordinary Income	956.30	Employee Contributions	0.00
Deductions	200.00	Capital Gains	0.00	Other Nontaxable	0.00
Net Amount	756.30	Total Taxable	956.30	Total Nontaxable	0.00

Funding

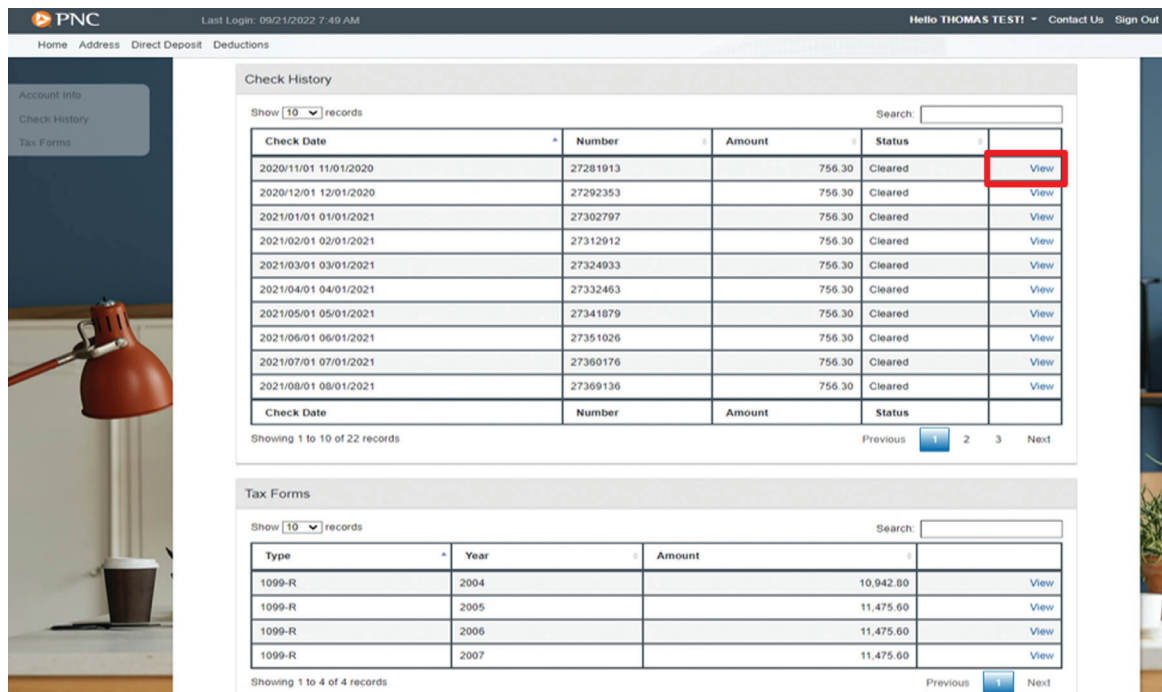
MEDICARE MONTHLY	133.20 823.10
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Deductions

FED TAX	200.00
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CHECK HISTORY

Navigate to the **Quick Links** on the left side of the screen and click on **Check History** to view your benefit payment history. To check details on a specific payment date, click **View** next to the appropriate check.



PNC Last Login: 09/21/2022 7:49 AM Hello THOMAS TEST! Contact Us Sign Out

Home Address Direct Deposit Deductions

Account Info
Check History
Tax Forms

Check History

Show 10 records Search:

Check Date	Number	Amount	Status	View
2020/11/01 11/01/2020	27281913	756.30	Cleared	View
2020/12/01 12/01/2020	27292353	756.30	Cleared	View
2021/01/01 01/01/2021	27302797	756.30	Cleared	View
2021/02/01 02/01/2021	27312912	756.30	Cleared	View
2021/03/01 03/01/2021	27324933	756.30	Cleared	View
2021/04/01 04/01/2021	27332463	756.30	Cleared	View
2021/05/01 05/01/2021	27341879	756.30	Cleared	View
2021/06/01 06/01/2021	27351026	756.30	Cleared	View
2021/07/01 07/01/2021	27360176	756.30	Cleared	View
2021/08/01 08/01/2021	27369136	756.30	Cleared	View

Showing 1 to 10 of 22 records Previous 1 2 3 Next

Tax Forms

Show 10 records Search:

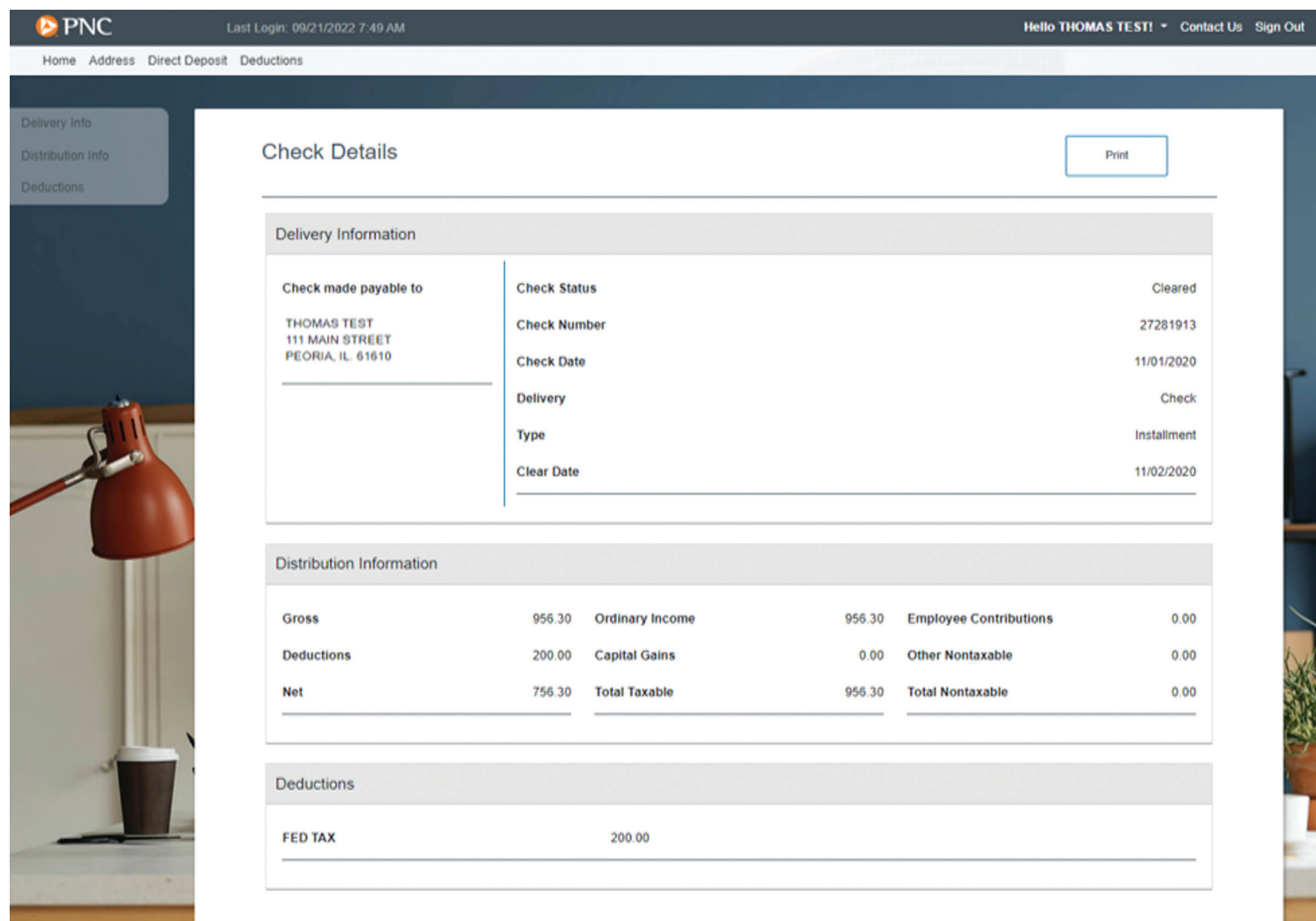
Type	Year	Amount	View
1099-R	2004	10,942.80	View
1099-R	2005	11,475.60	View
1099-R	2006	11,475.60	View
1099-R	2007	11,475.60	View

Showing 1 to 4 of 4 records Previous 1 Next

CHECK DETAILS

Once you have clicked **View** next to the appropriate check, a further breakdown will be displayed, including the delivery address, status of check/payment, check cleared date, breakout of taxable earnings and deductions.

Scroll down the page or use the **Quick Links** on the left side of the screen to move to a specific section of the page.



PNC Last Login: 09/21/2022 7:49 AM Hello **THOMAS TEST!** Contact Us Sign Out

Home Address Direct Deposit Deductions

Check Details [Print](#)

Delivery Information

Check made payable to	Check Status	Cleared
THOMAS TEST 111 MAIN STREET PEORIA, IL 61610	Check Number	27281913
	Check Date	11/01/2020
	Delivery	Check
	Type	Installment
	Clear Date	11/02/2020

Distribution Information

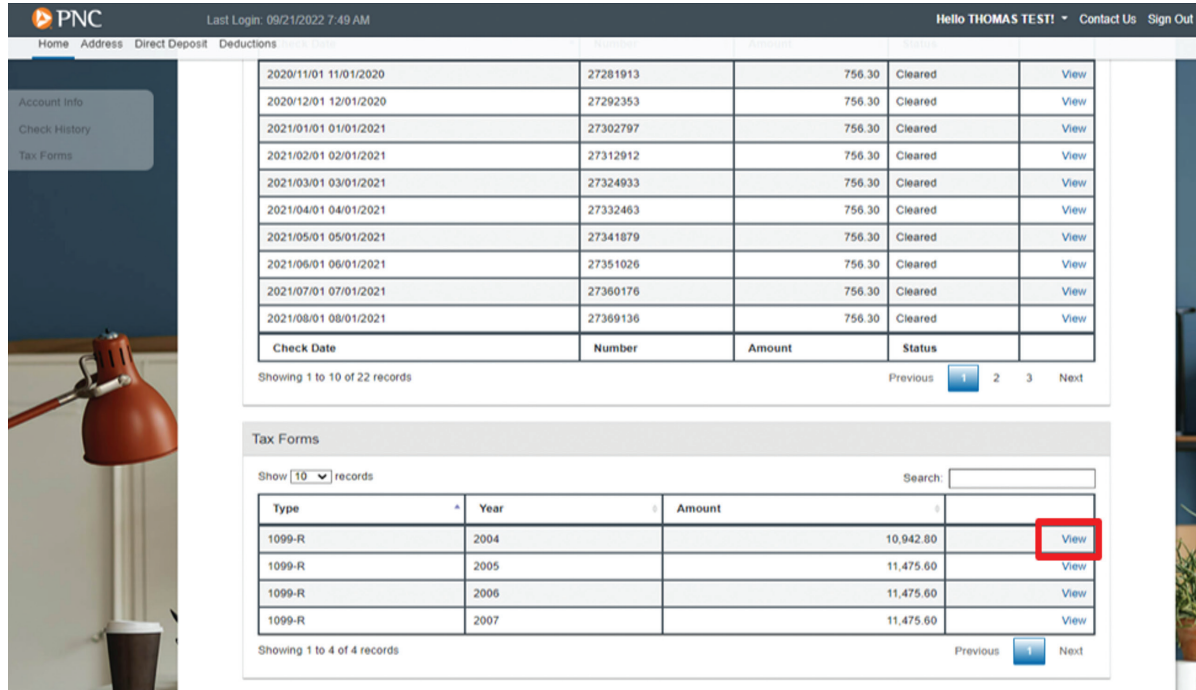
Gross	956.30	Ordinary Income	956.30	Employee Contributions	0.00
Deductions	200.00	Capital Gains	0.00	Other Nontaxable	0.00
Net	756.30	Total Taxable	956.30	Total Nontaxable	0.00

Deductions

FED TAX	200.00
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TAX FORMS

Scroll down the page or use the **Quick Links** on the left side of the screen to view your tax forms. To review detailed information for a specific form or year, click **View** next to the appropriate item.



PNC Last Login: 09/21/2022 7:49 AM Hello THOMAS TEST! Contact Us Sign Out

Home Address Direct Deposit Deductions Check History

Account Info
Check History
Tax Forms

Check Date	Number	Amount	Status
2020/11/01 11/01/2020	27281913	756.30	Cleared
2020/12/01 12/01/2020	27292353	756.30	Cleared
2021/01/01 01/01/2021	27302797	756.30	Cleared
2021/02/01 02/01/2021	27312912	756.30	Cleared
2021/03/01 03/01/2021	27324933	756.30	Cleared
2021/04/01 04/01/2021	27332463	756.30	Cleared
2021/05/01 05/01/2021	27341879	756.30	Cleared
2021/06/01 06/01/2021	27351026	756.30	Cleared
2021/07/01 07/01/2021	27360176	756.30	Cleared
2021/08/01 08/01/2021	27369136	756.30	Cleared

Showing 1 to 10 of 22 records Previous 1 2 3 Next

Tax Forms

Show 10 records Search:

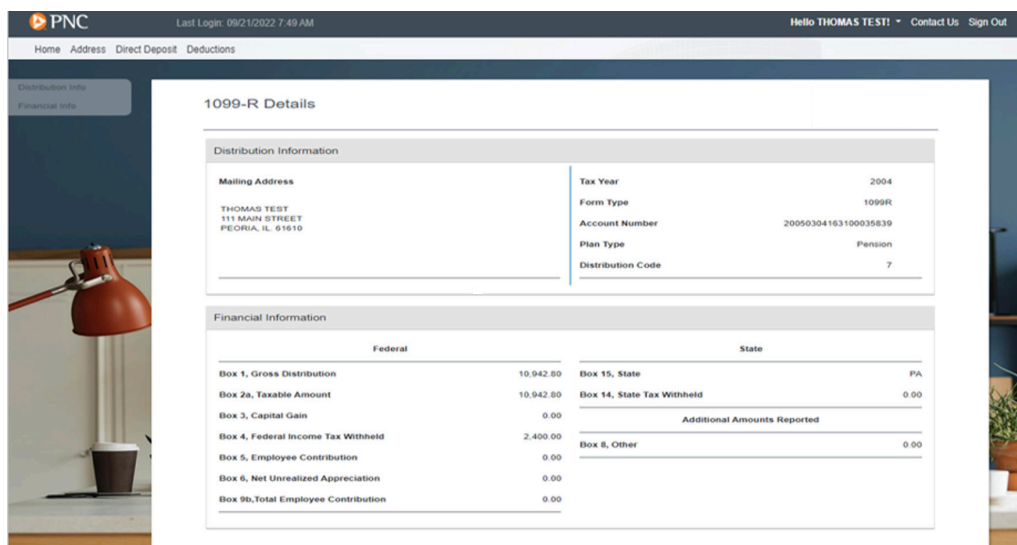
Type	Year	Amount	
1099-R	2004	10,942.80	View
1099-R	2005	11,475.60	View
1099-R	2006	11,475.60	View
1099-R	2007	11,475.60	View

Showing 1 to 4 of 4 records Previous 1 Next

1099-R DETAILS

Once you have clicked **View** next to the appropriate tax form and year, a further breakdown of the tax form will be displayed, including the delivery address and breakout of federal and state tax withholdings and other amounts.

Scroll down the page or use the **Quick Links** on the left side of the screen to move to a specific section of the page.



PNC Last Login: 09/21/2022 7:49 AM Hello THOMAS TEST! Contact Us Sign Out

Home Address Direct Deposit Deductions

Distribution Info
Financial Info

1099-R Details

Distribution Information

Mailing Address	Tax Year	2004
THOMAS TEST 111 MAIN STREET PEORIA, IL 61610	Form Type	1099R
	Account Number	20050304163100035839
	Plan Type	Pension
	Distribution Code	7

Financial Information

Federal		State	
Box 1, Gross Distribution	10,942.80	Box 15, State	PA
Box 2a, Taxable Amount	10,942.80	Box 14, State Tax Withheld	0.00
Box 3, Capital Gain	0.00	Additional Amounts Reported	
Box 4, Federal Income Tax Withheld	2,400.00	Box 8, Other	0.00
Box 5, Employee Contribution	0.00		
Box 6, Net Unrealized Appreciation	0.00		
Box 9b, Total Employee Contribution	0.00		

NAVIGATION MENU

ADDRESS

Using the navigation menu on the top border of the screen, click on the **Address** tab to display your current address on file.

PNC Last Login: 10/18/2022 9:52 AM Hello THOMAS TEST! Contact Us Sign Out

Home Address Direct Deposit Deductions

Current Address Update

Name
THOMAS TEST

Address
116 ALLEGHENY AVE

City State ZIP
BARTONVILLE IL 61607

Country

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UPDATE ADDRESS

If any changes are needed, select the **Update** button to modify your current information. If a change is made after the 15th of the Month, it will not be reflected on the current Month's payment cycle.

Note: You can only update your address using PayeeWeb if the old and new address are located in the same state.

For address changes to a different state, there may be possible tax withholding updates. Please call the **PNC Employee Benefits Distribution** toll-free line at **1-800-765-6148**.

PNC Last Login: 10/18/2022 9:52 AM Hello THOMAS TEST! Contact Us Sign Out

Home Address Direct Deposit Deductions

Current Address Update

Name
THOMAS TEST

Address
116 ALLEGHENY AVE

City State ZIP
BARTONVILLE IL 61607

Country

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Once you have updated and reviewed your new address information, click the **Update** button to save.

The screenshot shows the PNC PayeeWeb interface. The top navigation bar includes the PNC logo, 'Last Login: 10/18/2022 9:52 AM', and user information 'Hello THOMAS TEST!' with links for 'Contact Us' and 'Sign Out'. Below this is a secondary navigation bar with 'Home', 'Address' (highlighted), 'Direct Deposit', and 'Deductions'. The main content area features a white modal titled 'Update Address' with an 'Update' button in the top right corner. The form contains several input fields: 'Address' (with '111 Main Street' entered), 'City' (with 'Peoria' entered), 'State' (a dropdown menu showing 'ILLINOIS'), 'ZIP' (with '61610' entered), and 'Country'. Below the form, a note states: 'Important: If you need to change your address to reflect a different state, please call one of our Customer Service Representatives at 800-765-6148.' At the bottom of the modal, it says 'Copyright © 2022 FIS. All Rights Reserved.'

A confirmation screen will appear indicating that your address has been changed.

The screenshot shows the PNC PayeeWeb interface after the address update. The top navigation bar is identical to the previous screen. The secondary navigation bar also remains the same. The main content area displays a white modal titled 'Update Address' in blue text. Below the title is a green success message: 'Your address has been changed!'. At the bottom of the modal is a 'Home' button. The footer of the modal states 'Copyright © 2022 FIS. All Rights Reserved.'

DIRECT DEPOSIT

Using the navigation menu on the top border of the screen, click on the **Direct Deposit** tab. The system allows you to view, add, change or delete your direct deposit information. If a change is made after the 15th of the Month, it will not be reflected on the current Month's payment cycle.

ADD DIRECT DEPOSIT

If you do not currently have your distributions sent via direct deposit and wish to have your payments sent directly to your bank account, click the **Yes** button and enter your direct deposit information in the fields provided.

PNC Last Login: 10/18/2022 9:52 AM Hello THOMAS TEST! Contact Us Sign Out

Home Address Direct Deposit Deductions

We do not have your Direct Deposit information on file.

Would you like to receive your distributions via Direct Deposit?

Yes No

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Once you have added and reviewed your direct deposit information, click the **Update** button and a confirmation screen will appear indicating that your direct deposit instructions have been added.

PNC Last Login: 10/18/2022 9:52 AM Hello THOMAS TEST! Contact Us Sign Out

Home Address Direct Deposit Deductions

Direct Deposit Stop EFT Update

Your Direct Deposit information was added successfully!

Routing/Transit Number:
083000108

Account Number:
*****6789

Account Type:
Checking

Bank Name:

If you have questions about using Direct Deposit to receive your distributions, please contact one of our Customer Service Representatives at 800-765-6148.

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STOP DIRECT DEPOSIT

If you currently receive your distributions via direct deposit, your existing bank routing number and account number information will be displayed. To stop receiving direct deposit payments, click the **Stop EFT** button and then **Yes** to submit the change.

Note: If you are stopping direct deposits and payments are to continue, checks will be mailed to the address listed on the **Address** tab. In addition, checks are sent via regular U.S. mail, which may result in a longer delivery time.

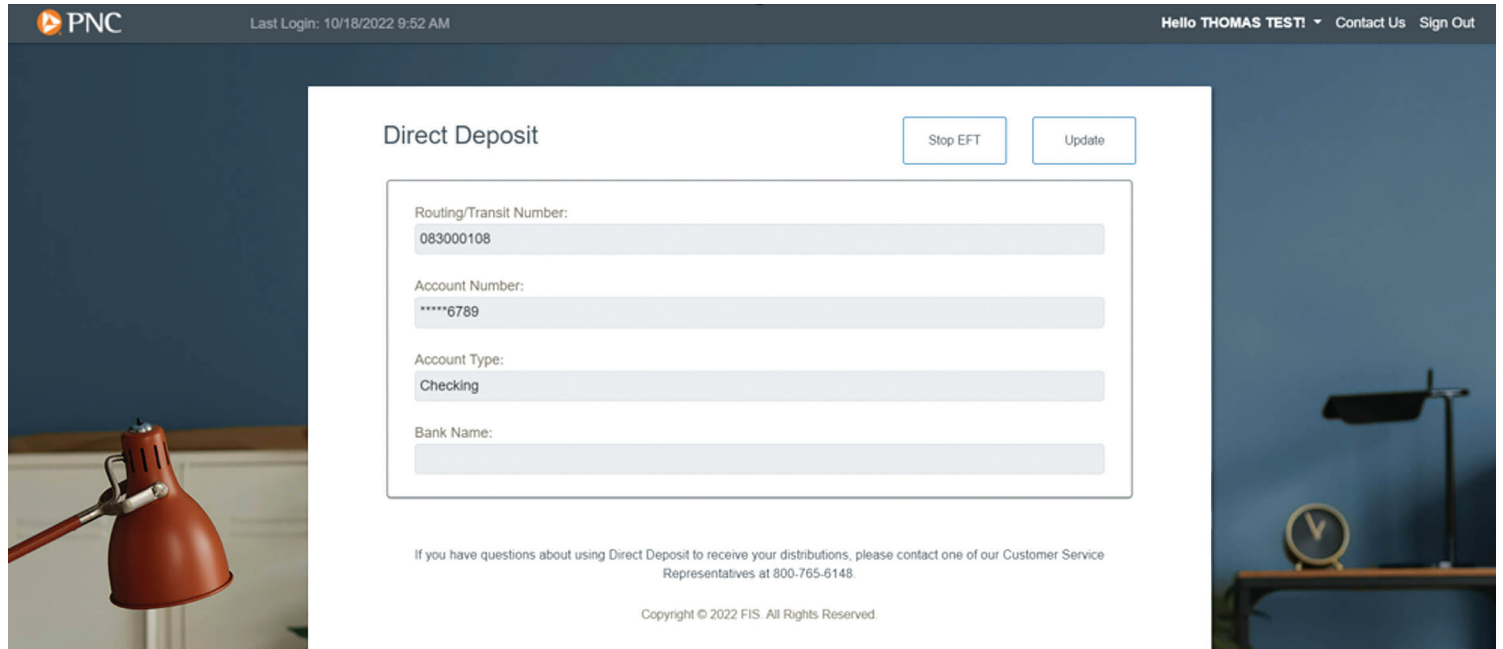
The screenshot shows the PNC PayeeWeb interface. The top navigation bar includes the PNC logo, 'Last Login: 10/18/2022 9:52 AM', and 'Hello THOMAS TEST!' with 'Contact Us' and 'Sign Out' links. The main navigation bar has 'Home', 'Address', 'Direct Deposit', and 'Deductions'. The 'Direct Deposit' tab is active. A modal window titled 'Are you sure you want to stop this EFT?' is displayed. It contains a 'Yes' button and a 'Cancel' button. Below the buttons, there are four input fields: 'Routing/Transit Number' (083000108), 'Account Number' (****6789), 'Account Type' (Checking), and 'Bank Name' (empty). At the bottom of the modal, there is a note: 'If you have questions about using Direct Deposit to receive your distributions, please contact one of our Customer Service Representatives at 800-765-6148.' and a copyright notice: 'Copyright © 2022 FIS. All Rights Reserved.'

A confirmation screen will appear indicating that the direct deposit has been deleted and payments will be sent by check.

The screenshot shows the PNC PayeeWeb interface. The top navigation bar includes the PNC logo, 'Last Login: 10/18/2022 9:52 AM', and 'Hello THOMAS TEST!' with 'Contact Us' and 'Sign Out' links. The main navigation bar has 'Home', 'Address', 'Direct Deposit', and 'Deductions'. The 'Direct Deposit' tab is active. A modal window titled 'Direct Deposit' is displayed. It contains a 'New EFT' button. Below the button, there is a green success message: 'Your Direct Deposit information was DELETED successfully! You will now start receiving a check.' with a close button. Below the message, there are four input fields: 'Routing/Transit Number' (083000108), 'Account Number' (****6789), 'Account Type' (Checking), and 'Bank Name' (empty). At the bottom of the modal, there is a copyright notice: 'Copyright © 2022 FIS. All Rights Reserved.'

CHANGE EXISTING DIRECT DEPOSIT INFORMATION

If you currently receive your distributions via direct deposit, your existing bank routing number and account number information will be displayed. To change the bank account for direct deposit, click the **Update** button and enter the new banking information.



PNC Last Login: 10/18/2022 9:52 AM Hello THOMAS TEST! Contact Us Sign Out

Direct Deposit

Stop EFT Update

Routing/Transit Number:
083000108

Account Number:
*****6789

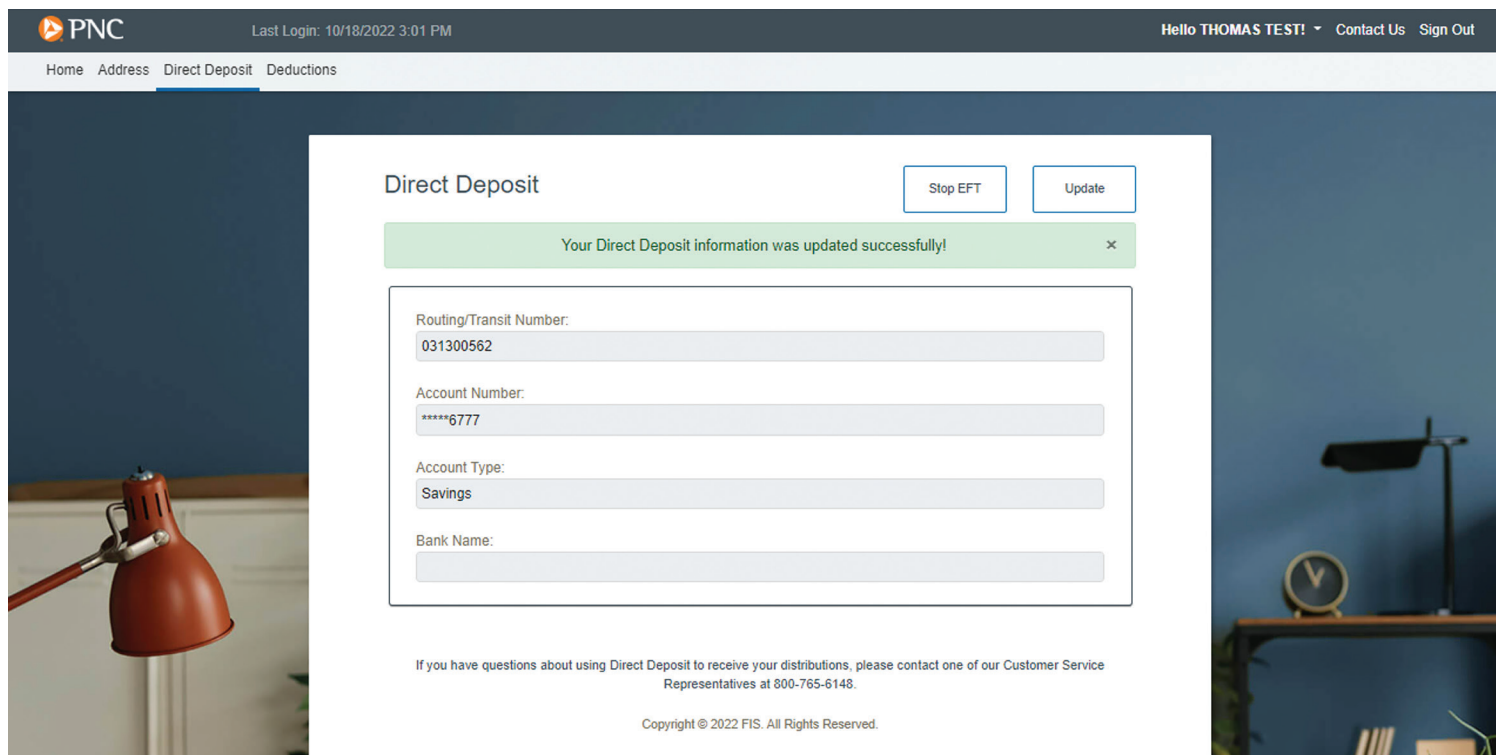
Account Type:
Checking

Bank Name:

If you have questions about using Direct Deposit to receive your distributions, please contact one of our Customer Service Representatives at 800-765-6148.

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A confirmation screen will appear indicating that the direct deposit has been updated.



PNC Last Login: 10/18/2022 3:01 PM Hello THOMAS TEST! Contact Us Sign Out

Home Address Direct Deposit Deductions

Direct Deposit

Stop EFT Update

Your Direct Deposit information was updated successfully! ✕

Routing/Transit Number:
031300562

Account Number:
*****6777

Account Type:
Savings

Bank Name:

If you have questions about using Direct Deposit to receive your distributions, please contact one of our Customer Service Representatives at 800-765-6148.

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DEDUCTIONS

Using the navigation menu on the top border of the screen, click on the **Deductions** tab. You can view your current withholdings information, such as federal tax and state tax. If updates are needed, please call the **PNC Employee Benefits Distribution** toll-free line at **1-800-765-6148**.

The screenshot displays the PNC PayeeWeb interface. At the top, the PNC logo is on the left, and the user's name 'Hello THOMAS TESTI' with a dropdown arrow, 'Contact Us', and 'Sign Out' links are on the right. Below this is a navigation bar with links: 'Home', 'Address', 'Direct Deposit', and 'Deductions' (which is highlighted). The main content area is titled 'Deductions' and contains two side-by-side tables for withholding elections.

Current FEDERAL Withholding Elections	
Calculation Method	Fed/St Withholding
FEDERAL Filing Status	Married Separate
FEDERAL Exemptions	4
Additional Withholding Amount	11.00
Additional Income	77.00
Annual Taxability Adjustment	33.00
Dependent Amount	103.00
W4P On File	No

Current ILLINOIS Withholding Elections	
Calculation Method	Fed/St Withholding
ILLINOIS Filing Status	Married, Joint
ILLINOIS Exemptions	1
Additional Withholding Amount	11.00

To update your current elections, contact one of our Customer Service Representatives at 800-765-6148.

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NAVIGATION BAR DROP-DOWN MENU

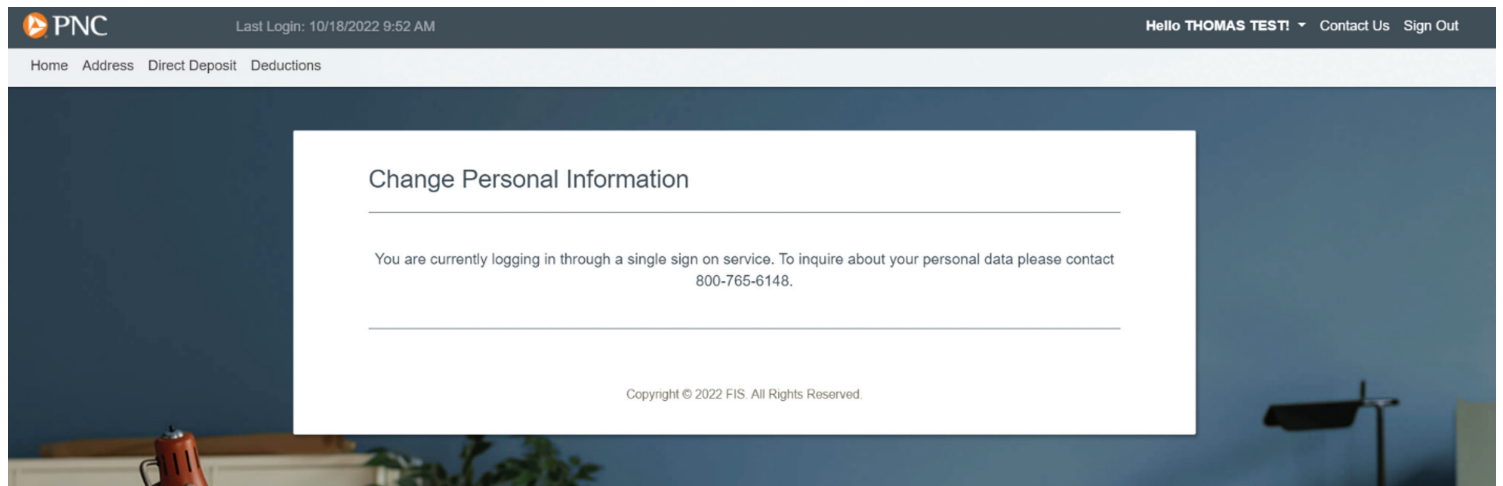
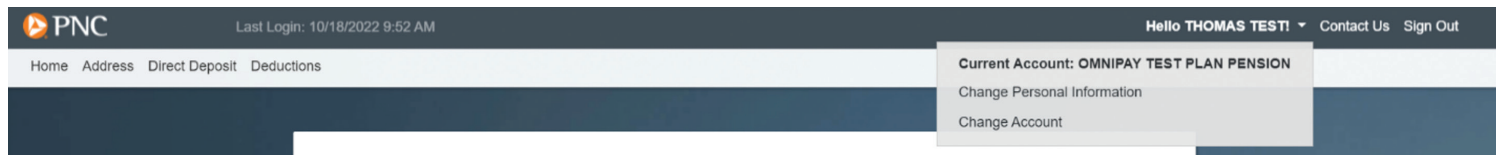
CURRENT ACCOUNT

By clicking on the drop-down menu next to your name at the top right of the screen, you will see the plan accounts you have access to. If you want to view another plan you have access to, select **Change Account** in the drop-down menu.



CHANGE PERSONAL INFORMATION

Changes and inquiries of personal information such as date of birth, email address and security questions cannot be made using PayeeWeb. Please call the **PNC Employee Benefits Distribution** toll-free line at **1-800-765-6148**.

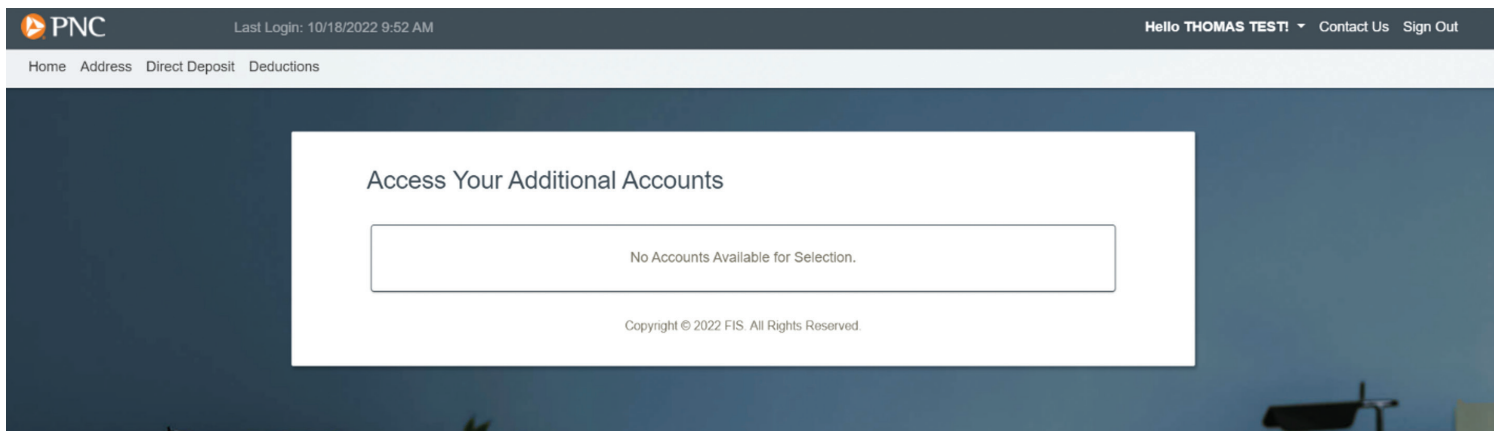


CHANGE ACCOUNT

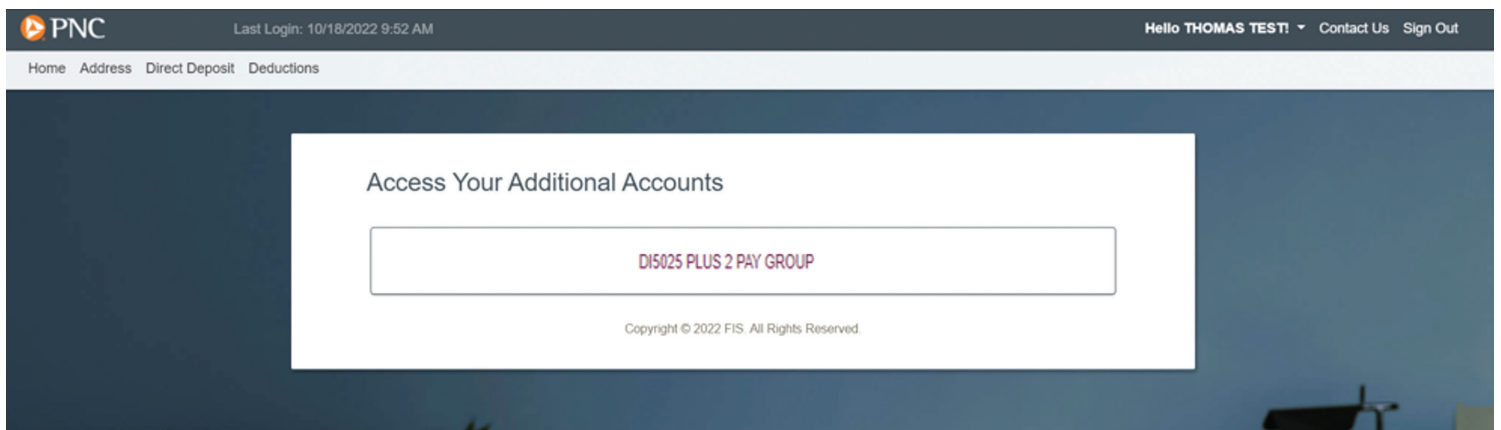
To switch between your accounts in multiple plans, select **Change Account** from the username drop-down menu at the top right of the screen.



If you have only one plan/account, the screen will display **No Accounts Available for Selection**.

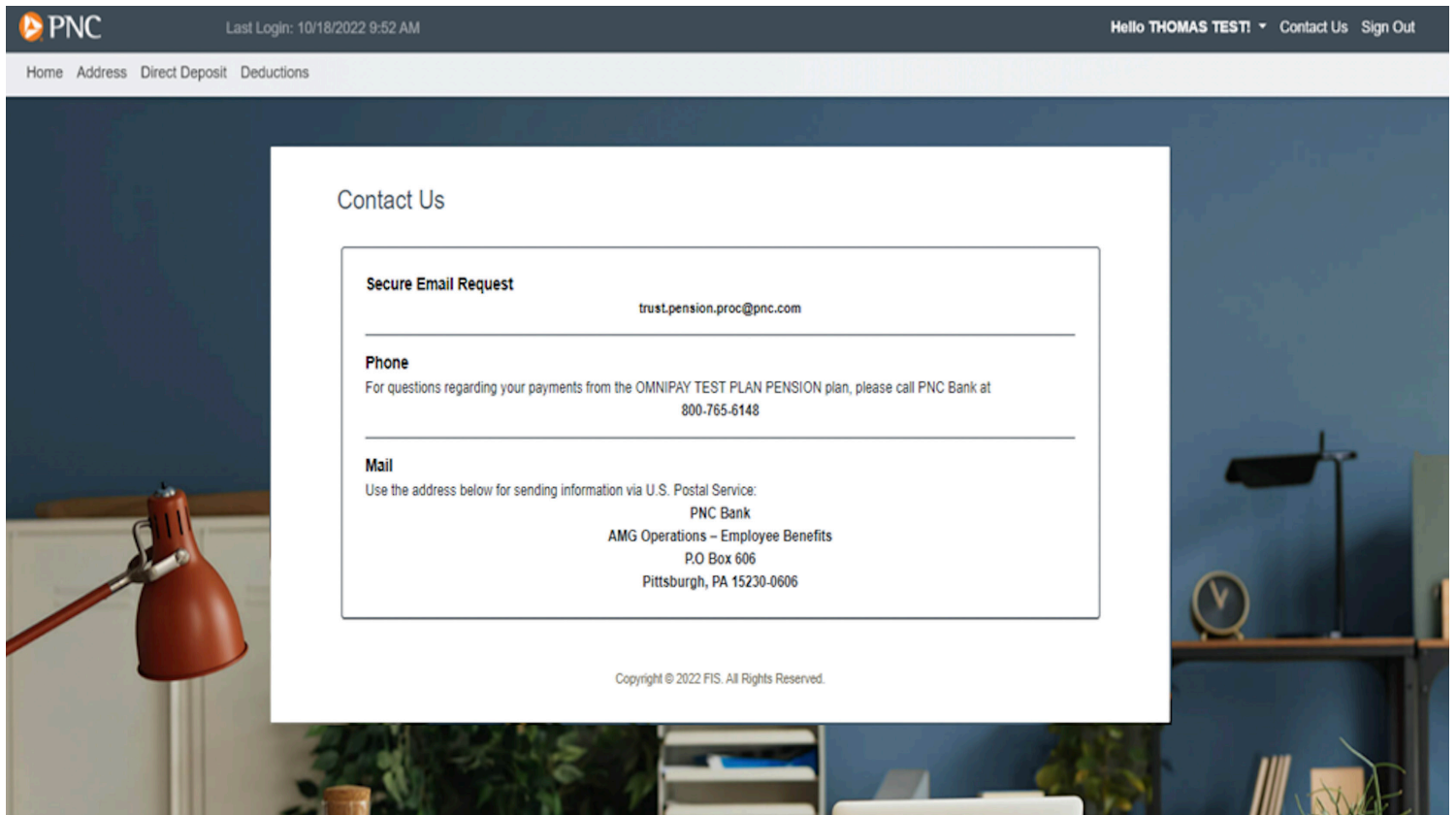


If you have more than one plan/account, the screen will display your other plan(s)/account(s) to select from.



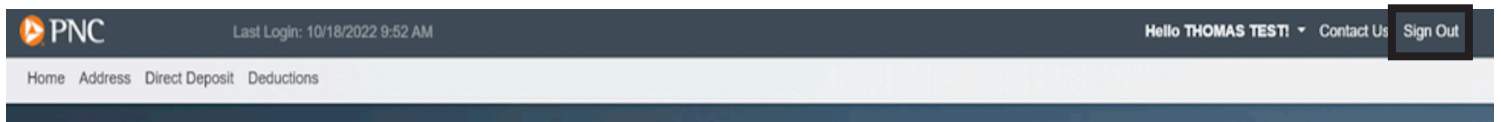
CONTACT US

The **Contact Us** button to the right of your name will provide contact information for the payment administrator.



SIGN OUT

Once you have finished using the system, click the **Sign Out** button at the top right of the screen to **Exit** the application.



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