



ENROLLMENT

Enrollment is easy and quick! Employees may enroll at any time after meeting the plan eligibility of 21 years of age, 12 months of service and at least 1,000 hours worked in the past year (old hire date accepted).

Deductions will take place after 6/1/21. Enrollment for eligible employees during the acquisition on-boarding (April – June 2021) may use the link and chart below.

<https://www.mykplan.com/enroll>

| Plan Number | Start Date | End Date | Passcode |
|-------------|------------|------------|----------|
| 760764 | 04/01/2021 | 04/30/2021 | CTXC9K |
| 760764 | 05/01/2021 | 05/31/2021 | HRC3RC |
| 760764 | 06/01/2021 | 06/30/2021 | ODCVDA |

Plan Highlights

- Our plan allows for pre-tax and/or Roth contributions. Most employees may contribute up to 90% of each paycheck which may be changed anytime throughout the year by logging into your account.
- Employer Match is 25% of the first 4% of the participant's compensation.

Ongoing Access to your 401(k)

• After this transition period, any employees who are eligible can enroll without passcodes by:

- 1) Go to www.mykplan.com and use your existing UserID and Password. If you don't have one, just choose "Register Now" and enroll.
- 2) You may also call the participant call center and enroll by phone with a representative:
Telephone: (800) MYK.PLAN (695.7526)
Hours: Monday - Friday, 8 am - 9 pm ET
- 3) Or enroll using the Mobile App
 - a. On your cell phone send a text to 724-08 with the message being "Enroll 401k." Respond to the return message and login using your UserID and Password. If you don't have one just choose "New User? Create Account" and enroll in the 401k plan.

ROLLOVER

Rolling over a previous retirement account is easy:

- After successfully enrolling (creating an account), simply complete the Rollover Form you were emailed or log into your account and download the form.
- Obtain a Bank Check or Money Order made out to "Reliance Trust Company" from your previous retirement account.
- Overnight the completed form and check to:

**MileOne Corporate Office
1 Olympic Place
Suite 1030
Towson, MD 21204
Attn: HR Payroll**

- MileOne will sign off on your form and send to ADP for processing.

Some considerations for rolling over your previous retirement account:

- By rolling over your previous retirement account this enables you to have all your retirement savings in one place for easy access.
- Your rollover assets can be invested into any of the available funds.

For more information, go to ADP's Rollover Engagement Hub at:

<http://bit.ly/RolloverResourcePage>
