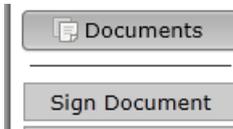


How Do I Sign a Document?

12/04/2024 10:28 am CST

1. If you have a plan document to sign, it will show up in your ToDo list as 'Sign Plan Document'. You can also access the plan document e-signing page by selecting your plan and clicking the 'Sign Document' link / button on the left side of the page.



2. On the 'Sign Plan Document' page, you must first click the 'Print Plan Document' button.

Sign Plan Document

Step 1: Print Paper Copy of Your Plan Document

You must print a copy of your plan document before you will be allowed to sign. Print a hard copy of your plan document by clicking "Print Plan Document" below.

Required Amendment:

XYZ Company ABC Plan.rtf



Step 2: Review Paper Copy before Signing

Read through and verify the contents of the plan document before signing.

Step 3: Enter a PIN

Verify your name (including punctuation and spacing) and enter a PIN number to complete the signing process.

Sponsor Name: My User

Sponsor PIN:

Step 4: Sign and File Electronically

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this document, including accompanying schedules, statements and attachments, as well as electronic version of this document, and to the best of my knowledge and belief, it is true, correct and complete.



3. After reviewing the document, enter your PIN in the space provided and click the 'Sign Plan Document' button.
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