

Dear Employee:

ADSERV is pleased to announce that enhancements have been made to the Salary Reduction (SRA) process. Effective immediately new SRA's may be submitted through an online system. The online process reduces the need for paper SRAs and allows 24-hour access for employees.

There are many benefits to the new SRA process:

- Employees simply visit <https://adserv.tsacg.com/> to access the online system.
- The system can be accessed 24 hours a day, 7 days a week.
- Employees can start, change, or stop an SRA at their convenience.
- Employees receive immediate online confirmation that their request has been submitted.
- Authorized Investment Provider Agents/Representatives can assist employees.
- A list of Authorized Investment Providers is available at <https://adserv.tsacg.com/>.

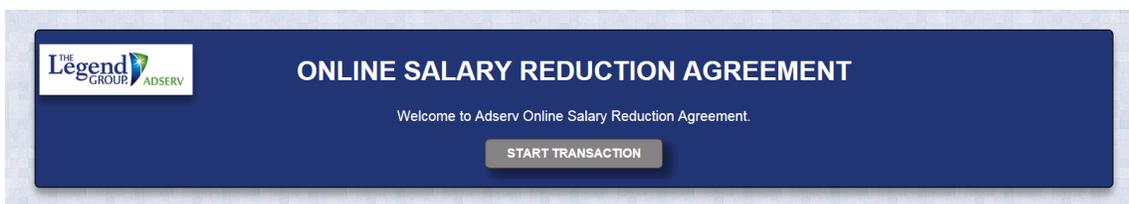
Employees should review the information below to successfully utilize the online SRA process:

1. Before completing the online SRA process, you MUST have an account established with the authorized Investment Provider(s) of your choice.
2. Navigate to the secure website <https://adserv.tsacg.com/>.
3. Select "Salary Reduction Agreement".



Note that the SRA information entered via the online system will supersede and replace all prior elections including the amounts, investment providers, and effective dates. Any election(s) you want to continue must be reflected or the election will be stopped.

4. Click "Start Transaction".



5. You will need to confirm the information in Part 1: Employee Certification by clicking "Confirm".



ONLINE SALARY REDUCTION AGREEMENT

Welcome to Adserv Online Salary Reduction Agreement.

START TRANSACTION

SALARY REDUCTION AGREEMENT

Part 1: Employee Certification

I certify that I am an eligible participant in my employer's plan and the information provided in conjunction with this salary reduction request is true and accurate to the best of my knowledge. Further, I certify that I have an open account with the investment provider(s) referenced herein and that it was established while working for my current employer. I understand if the account was not established while working for my current employer that my contribution(s) may not be accepted by my investment provider(s). I understand questions regarding the employer associated with my account should be directed to my financial advisor or my investment provider.

I have read and understand the information above.* Confirm

* You must confirm you have read and understand the information above to continue with the Salary Reduction Agreement process.

6. Employer and Participant Information – If you have previously entered SRA information or ADSEV has your demographic information archived in their system, most of your personal information will pre-populate. If your information is not currently in ADSEV's system, you will be able to add your record. Depending on the information displayed, be prepared to enter the following information:

- Employer's State
- Employer's Name
- Employee's Social Security Number
- Employee's Date of Birth
- Employee's Name, Address, and Telephone Number

Part 2: Employer Information

* Employer State

* Employer

If you cannot find the employer's state or employer's name above, please contact the SRA Processing department at 888-796-3786 option 5 to determine if we are the TPA for the employer.

Part 3: Participant's Information

Social Security Number

AND

Date of Birth

SEARCH

RESET

Personal Information

* First Name

Middle Name

* Last Name

Hire Date

Employer Termination Date

Contact Information

* Address

* City

* State

* Zip Code

* Phone Number Ext

Email

* Alternate Email

* Has the participant terminated employment with this employer? No Yes

7. Salary Reduction Agreement Information – You have the ability to start, change, or stop contributions. If you want to maintain an existing contribution(s), you will need to enter the information for that contribution in addition to any other changes you are making. Be prepared to enter the following information:

- Effective Date of the contribution(s)
- The total dollar amount per pay period for all contributions
- The investment provider(s) to whom you would like to contribute
- The Plan type
- The amount of a previous contribution, if any
- The new amount of your contribution

Salary Reduction Agreement Information

Effective Date

Dollars

Total Per Pay Dollar Amount \$

1. This SRA will supersede and replace all prior 403(b) and/or 457(b) elections including the amounts, investment providers, and effective date. Any contributions you want to continue must be re-entered or the deduction will be stopped.

2. If you are contributing to multiple accounts with the same investment provider please reflect that provider only once in the grid below and indicate the total of all contributions. You will then need to ensure your provider receives instructions from you/your advisor detailing how the contributions should be allocated.

Total Per Pay Amount above must match SRA Total below.

403(b) Contributions

Investment Provider	Plan Type	Previous Amount	New Amount	
<input type="text" value="Select Investment Provider"/>		\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>				

*** SRA Total** \$

* Must Equal Total Per Pay Amount

8. Salary Reduction Agreement Terms and Disclosures – Once you have clicked *Finished*, you will be asked to read and confirm that you have read the SRA terms. You will also be asked to acknowledge the SRA disclosures.

9. Submitting your SRA – After completing the terms and disclosures sections, you will be asked to confirm that you are not a robot, and then you can submit your SRA. ADSERV will forward your contribution information to us, and you can print a copy of the SRA for your records. Providing your account(s) is established with your investment provider, no further action is required.

ONLINE SALARY REDUCTION AGREEMENT

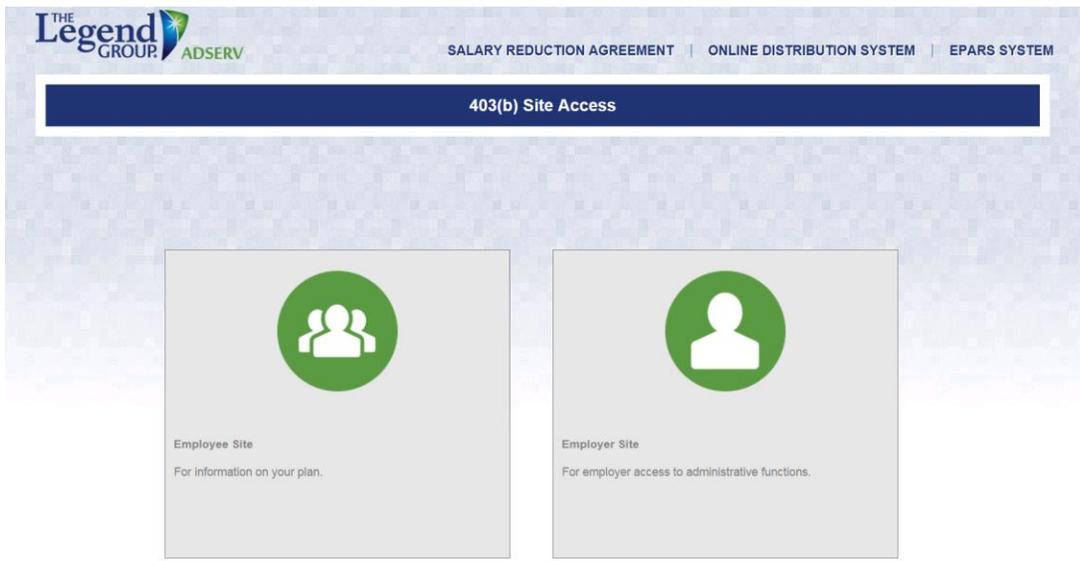
Welcome to ADSERV Online Salary Reduction Agreement.

Your Salary Reduction Agreement (SRA) request has been received. Your SRA will be processed as soon as administratively possible based on your Employer's payroll processing schedule and verification that your account has been established and is ready to receive funds with your investment provider.

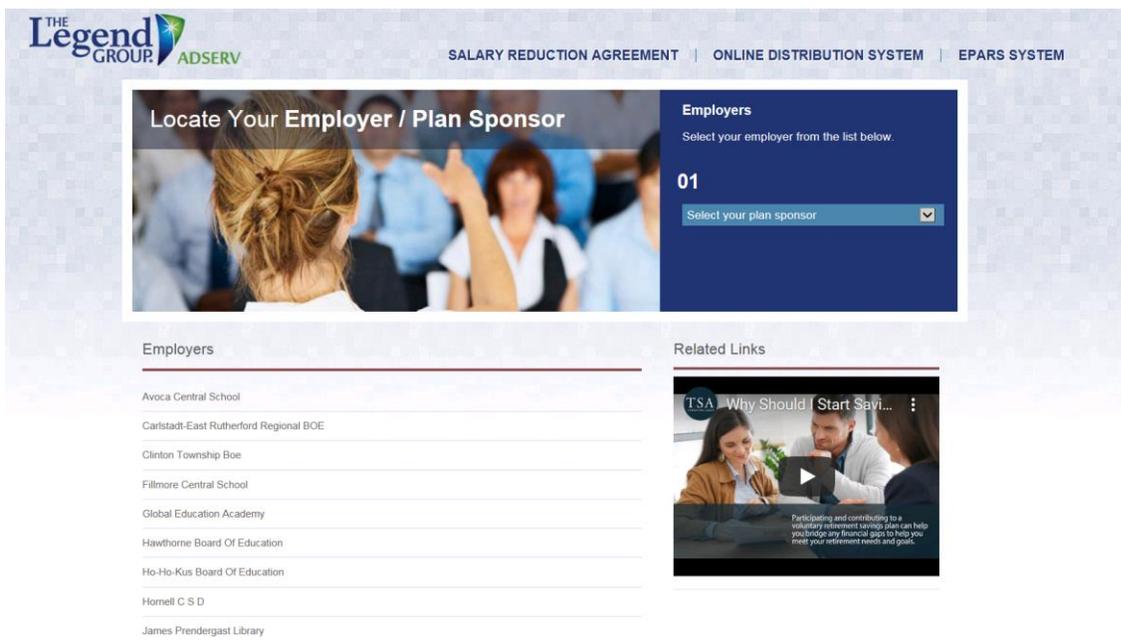
[Click here to download your SRA forms.](#)

Paper SRA Forms are also available by following the steps below:

Copies of SRA's can be found at <https://adserv.tsacg.com/>. Once you are at the site, please click on "Employee Site".



You will then be requested to select your Plan Sponsor.



This Plan Sponsor page will provide you with your list of Authorized Investment Providers as well as paper Salary Reduction Agreements that will be located under the list of Authorized Investment Providers.

Should you have any questions regarding the process, please contact ADSERV's SRA Department at 833.965.0068, option 5.