

The Retirement Plan for Associates of Metromont Corporation Enrollment Prep Sheet

To save you time, we have created worksheets that help guide you through the enrollment process via the SchwabPlan® hotline or Web site. Please complete the appropriate worksheet prior to enrolling.

ENROLLMENT VIA THE SCHWABPLAN WEB SITE

Section 1: Getting Started

Go to schwabplan.com. The system will verify your eligibility and guide you through the steps detailed below:

- 1 Click on "Participant"

- 2 Participant Log In Screen:

Enter your Social Security Number

— —

Enter your four digit Month and Date of Birth (for example, if you were born on January 15, you would enter 0115). This will be your current PIN. This entry is for verification of your identity during the enrollment process prior to the establishment of a Personal Identification Number.

Click the **Log In Box**

- 3 You have reached the Welcome page. After reading the directions, click the **Enroll Now Box**.

- 4 For security purposes, you must change your PIN:

Enter your current PIN:

Enter your new PIN:

Verify your new PIN:

Click Continue.

Section 2: Choose Contribution Rate

Your 401(k) Savings Plan contribution must be in whole percentages.

- 1 Click the down arrow and choose a whole percentage.

- 2 Click Continue.

Section 3: Choose Investments

The investment choices available in your company retirement plan are shown on this Web page. To find out which assets may be right for you, you may take a quick **Investor Profile** by clicking on it.

- 1 Click the **down arrow** on a selected asset and choose a percentage of your contribution to be invested in that fund. (Your total must equal 100%)

- 2 Once you have finished selecting your investment percentages, click the **Continue** box.

Section 4: Confirm Your Choices and Enroll

Please review your contribution and investment choices. If you need to make changes, please do so before confirming by clicking the respective Change box. If everything is correct, click the **Submit** box.

Complete your Beneficiary Designation on SchwabPlan.com.

Upon Completion of Your Electronic Enrollment

Save your completed prep sheet. You will receive a confirmation on the selections that you have made within 10 business days. Compare your confirmation with the information on the Prep Sheet to ensure your account is set up properly.

ENROLLMENT VIA THE SCHWABPLAN HOTLINE

Section 1: Getting Started

Dial 1-800-SCH-PLAN (724-7526). The system will verify your eligibility and guide you through the steps detailed below:

- 1 Enter your Social Security Number, followed by the # key

— — #

- 2 Enter your four digit Month and Date of Birth, followed by the # key (for example, if you were born on January 15th you would enter 0115). This entry is for verification of your identity during the Enrollment process prior to the establishment of a PIN.

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- 3 **Press 1** to Enroll in the Plan.

- 4 Please select and enter a PIN, followed by the # key.

#

- 5 Please reenter your PIN, followed by the # key.

#

Section 2: Contribution Information

Your 401(k) savings plan contribution must be in whole percentages. Please enter a contribution even if that percentage is zero.

The system will instruct you to:

- 1 Enter your 401(k) Savings Plan Contribution Percentage, followed by the # key

% #

- 2 The system will repeat your selection and instruct you to:

Press 1 to Save your Contribution Selection or

Press 2 to re-enter your Contribution Selection

Section 3: Investment Selections

Investment options are on reverse side.

Please enter a percentage for each investment option even if that percentage is zero.

- 1 The system will instruct you to:

Press 1 to listen to Available Investments (you may receive more information regarding each fund by pressing *i) or

Press 2 to enter your Investment Selections. The system will instruct you to: Enter the percentage of your contribution to be invested in each fund, followed by the # key.

- 2 The system will repeat your selections and instruct you to:

Press 1 to save your Investment Selections or

Press 2 to re-enter your Investment Selections

ENROLLMENT VIA THE SCHWABPLAN HOTLINE

Schwab Stable Value Fund Advisor Cl.	_____%
TCW Galileo Total Return Bond N.	TGMNX _____%
Van Kampen Equity and Income A.	ACEIX _____%
Van Kampen Comstock A.	ACSTX _____%
Davis NY Venture A.	NYVTX _____%
Janus Adviser Capital Apprec.	JARTX _____%
AIM Mid Cap Core Equity A.	GTAGX _____%
Munder Small-Cap Value A.	MNVAX _____%
American Funds EuroPacific Gr R3.	RERCX _____%
Schwab Managed Retirement Trust 2010 Fund.	_____%
Schwab Managed Retirement Trust 2020 Fund.	_____%
Schwab Managed Retirement Trust 2030 Fund.	_____%
Schwab Managed Retirement Trust 2040 Fund.	_____%
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Total	<u>100%</u>

Section 4: Confirmation of Selections

1 The system will ask you for a final confirmation of your choices.

Press 1 to save your enrollment selections or

Press 2 to re-enter your enrollment selections

You may hang up when you hear that your enrollment has been saved.

Complete your Beneficiary Designation on SchwabPlan.com.

Schwab Retirement Plan Services includes Charles Schwab & Co., Inc. (Member SIPC) which provides brokerage and custody services for retirement account clients. (0899-4797) (02/02)