

Your Participant Website

Accessing your Account Statements

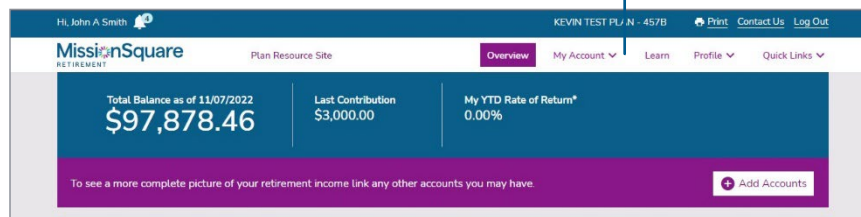
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Creating and Viewing On-Demand Statements – Single Account View

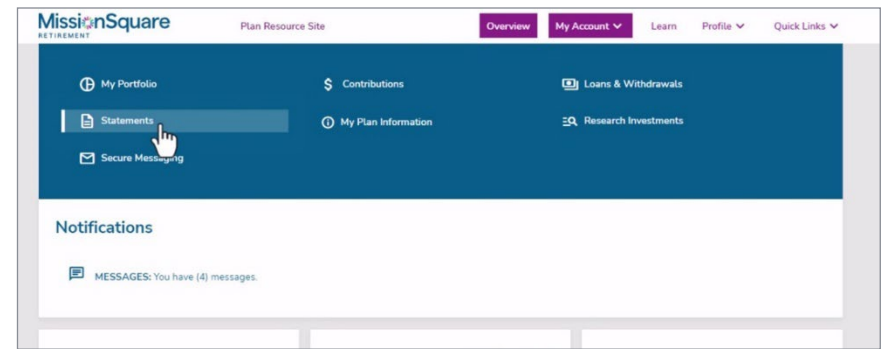
The ability to view and print your account activity is just one step away using the navigation panel at the top of the page. Statements can be accessed via two paths.

Navigation Panel

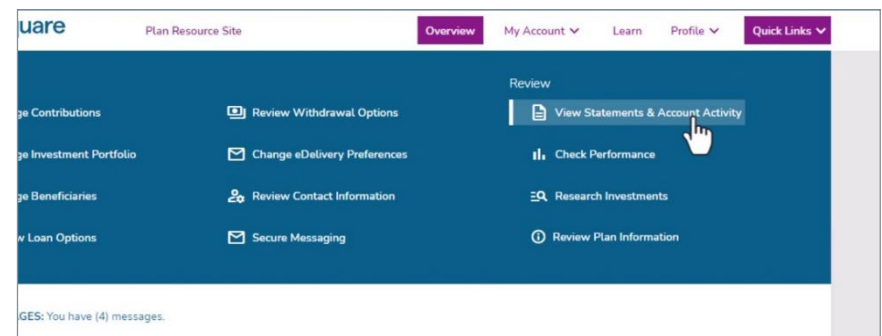


If you have just one MissionSquare account, follow these steps:

Path 1: My Account > Statements Link




Path 2: Quick Links > View Statements and Activity



Using the top navigation panel, click on **Quick Links**, then in the right side column, click on **View Statements and Account Activity**.

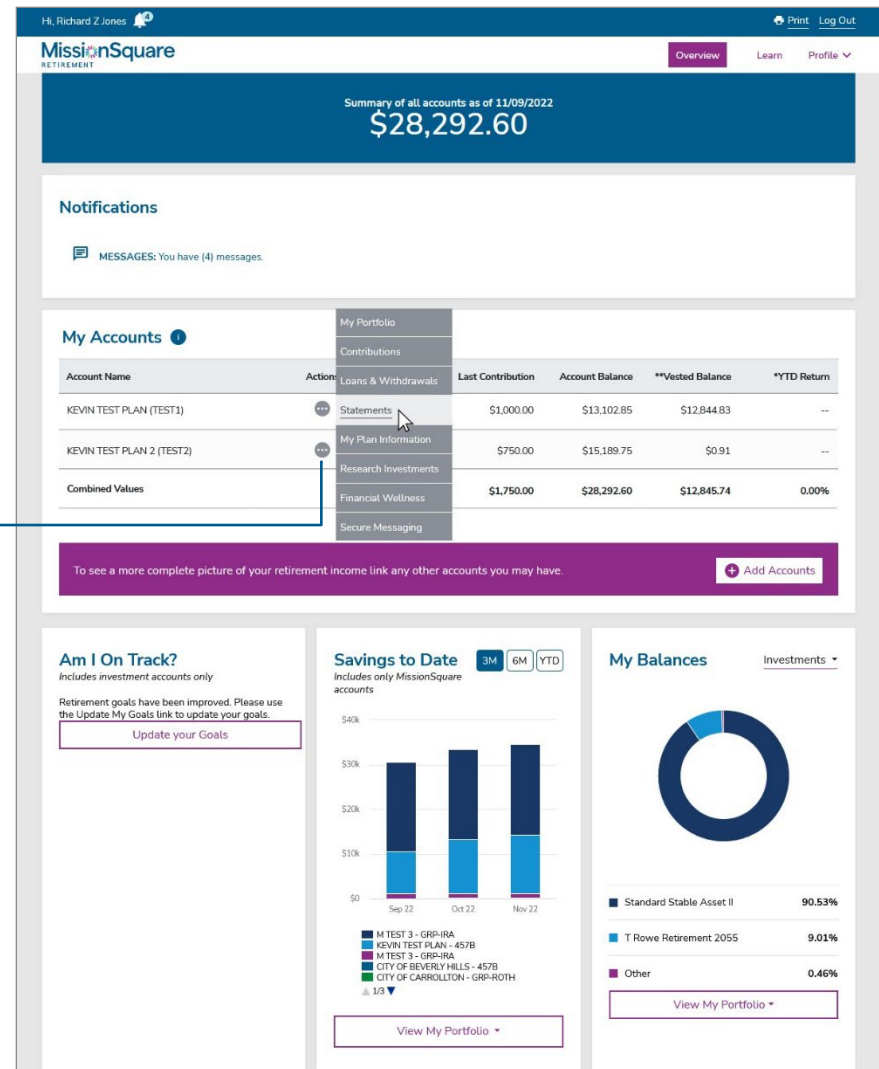
Creating and Viewing On-Demand Statements – Multiple Accounts

If you have more than one MissionSquare account, your accounts will be displayed on the overview page in the **My Accounts** tile.

Since activity statements are unique to each account, you will need to select an account before viewing activity within that account. Simply click on the actions icon  next to the account name. This will display a pull-down menu.

Select **Statements** from the pull-down menu. This Action will load the **Statements and Activity** screen shown on the next page.

Actions Icon



Select a Date Range

You will notice the account data changes to reflect the time period you selected.

* Please note that custom statements are available for a maximum range of 2 years.

Download your On-Demand Statement

Click the **Download On-Demand Statement** to view an online PDF of your Account Summary for the date range you selected.

Your Account Summary will load in a new browser tab where you will have the option to view, print, or save the summary to your computer or device using your web browser's tools.



On-Demand Statements and Activity Screen – My Account Activity Tab

To view any earlier requests or confirmations of previous transactions, scroll to the bottom of the **My Account Activity** screen to the **Requests** area.

The Date Range displayed should match the range you selected. The example shown to the right displays requests made in the last 30 days.

Sorting Your Account Requests

Requests can be sorted by type by clicking the **All Requests** button and selecting from the pull-down menu.

To display the table in a printable form, click the **Print Table** button.

Download Your Requests to Quicken/CSV

Once your request type has been sorted (i.e. Contributions), you can download the data by clicking on the **Download** button. This button will display various Quicken export options, in addition to CSV for viewing data in programs like Microsoft Excel.

Download and All Request buttons

The screenshot shows the MissionSquare Retirement website interface. At the top, there's a navigation bar with the user's name 'Richard Z. Jones', plan information 'KEVIN TEST PLAN (TEST1) - 457B', and links for 'Print', 'Contact Us', and 'Log Out'. Below this is a 'Statements & Activity' header. A banner asks 'Am I on Track?' with a 'Try Our Goals Calculator' button. The main content area is divided into three tabs: 'My Account Activity' (selected), 'Statements, Tax Forms & Confirms', and 'Automatic Requests'.

Under 'My Account Activity', there's a 'Date Range' selector set to 'Last 30 Days' and a 'Change Date Range' button. To the right is a 'Summary - Last 30 Days' table with the following data:

| Summary - Last 30 Days | |
|------------------------------------|---------------|
| Beginning Balance as of 10/11/2022 | \$10,335.30 |
| Employee Contributions | \$2,400.00 |
| Employer Contributions | \$50.01 |
| Loans and Withdrawals | \$0.00 |
| Loan Repayments | \$214.08 |
| Fees and Expenses | \$0.00 |
| Other | \$0.03 |
| Gain/Loss | \$103.43 |
| Ending Balance | \$13,102.85 |
| Net Change | ↑ +\$2,767.55 |
| Rate of Return | 0.88% |

Below the summary is the 'Requests (Last 30 Days)' section. It features an 'All Requests' dropdown menu and a 'Download' button. The 'Download' button is highlighted in a purple dropdown menu with options: 'Quicken QIF', 'Quicken OFX', 'Quicken OFX v200', 'Quicken Mac OFX v200', 'Quicken Mac OFX', and 'CSV'. A 'Print Table' button is also visible. The table below shows the following data:

| Confirmation Number | Description | Trade Date | Processed Date | Amount | Status |
|---------------------|--------------------------------|------------|----------------|------------|-----------|
| 1 | ACH Loan Repayment Principal | 11/04/2022 | 11/04/2022 | \$55.17 | CONFIRMED |
| 1 | ACH Loan Repayment Interest | 11/04/2022 | 11/04/2022 | \$1.87 | CONFIRMED |
| 6644929 | ACH Contribution | 11/04/2022 | 11/04/2022 | \$1,000.00 | CONFIRMED |
| 100 | Ordinary Dividend Reinvestment | 10/31/2022 | 10/31/2022 | \$0.03 | CONFIRMED |
| 6644929 | ACH Contribution | 10/26/2022 | 10/26/2022 | \$1,000.00 | CONFIRMED |
| 6730003 | ACH Contribution | 10/24/2022 | 10/24/2022 | \$200.00 | CONFIRMED |
| 6730003 | ACH Contribution | 10/24/2022 | 10/24/2022 | \$50.01 | CONFIRMED |
| 58951 | ACH Loan Repayment Principal | 10/21/2022 | 10/21/2022 | \$55.02 | CONFIRMED |
| 58951 | ACH Loan Repayment Interest | 10/21/2022 | 10/21/2022 | \$2.02 | CONFIRMED |

Statement and Activities Screen – Quarterly Statements, Tax Forms and Confirms Tab

To view your Quarterly Statements, Tax Forms, and Notices of Previous Account Activity click the **Statements, Tax Forms & Confirms** tab.

This tab houses your Quarterly Statements, Tax Forms, and Notices of Previous Account Activity.

Please note these items are listed by date as the default view. Click on **Description** to sort by type or **Date** to sort the list quickly. To sort items based on calendar year, click the **Year** button.

Statements may be located towards the bottom of the list if you have a lot of activity documented on this screen.

Please note that Confirms, Statements and Tax Forms are archived for a maximum period of 7 years.

Sort by Description button

Sort by Date button

The screenshot displays the 'Statements & Activity' page for a user named Richard Z. Jones. The page has a navigation bar with links for 'Plan Resource Site', 'Overview', 'My Account', 'Learn', 'Profile', and 'Quick Links'. Below the navigation bar is a section titled 'Statements & Activity' with a sub-section 'Am I on Track?' and a 'Try Our Goals Calculator' button. The main content area shows a table of account activity. The table has a 'Year' dropdown menu and two columns: 'Description' and 'Date'. The 'Description' column lists various 'Confirms' and one 'Tax Form'. The 'Date' column shows dates from 07/26/2022 to 11/04/2022. A blue line points from the 'Sort by Description button' text to the 'Description' column header. Another blue line points from the 'Sort by Date button' text to the 'Date' column header.

| Description | Date |
|-------------|------------|
| Statements | 11/04/2022 |
| Confirms | 10/26/2022 |
| Confirms | 10/24/2022 |
| Confirms | 10/20/2022 |
| Confirms | 10/05/2022 |
| Confirms | 09/26/2022 |
| Confirms | 09/02/2022 |
| Confirms | 08/26/2022 |
| Confirms | 08/25/2022 |
| Confirms | 08/24/2022 |
| Confirms | 08/16/2022 |
| Confirms | 08/05/2022 |
| Confirms | 08/04/2022 |
| Confirms | 08/04/2022 |
| Confirms | 07/26/2022 |
| Tax Form | 07/26/2022 |