

COMPANY NAME:

INTRODUCTION

Premier Retirement Services understands the importance of preserving the privacy of the data you exchange with us in the context of our providing services to your retirement plan(s). Often, this data includes highly sensitive items such as an employee's name, date of birth, social security number, compensation, marital status, etc. The Premier Secure Client Site (Portal) requires a user name and password to gain access to files related to your plan(s). Further, access to our Secure Client Site is limited to those individuals ***authorized by the plan sponsor***. An authorized person at the plan sponsor may submit this form to request that we add, change or delete the Client Site User Account for another person.

PROCEDURES

1. Complete the ADD, CHANGE or DELETE sections below, as applicable
2. Complete the AUTHORIZATION section (***unsigned or undated requests will not be executed***)
3. RETURN the completed form to us (*fax, email or postal mail – contact information at bottom of form*)

ADD USER ACCOUNT

New User Name (*first last*):

Email Address:

Relationship to Employer:

CHANGE USER ACCOUNT

Current User Name:

Change to:

Email Address:

Email Address:

DELETE USER ACCOUNT

Former User Name:

Email Address:

Reason for Removal:

AUTHORIZATION

By signing below, I am authorizing Premier Retirement Plan Services (*Premier RPS*) to add, change or delete user account(s) on the Premier Secure Client Site as shown on this form on behalf of the plan sponsor or company listed above. I understand that user accounts have access to sensitive information for all of the plan(s) for which Premier provides services to the sponsor through the Secure Client Site, including information such as employee dates, social security numbers and compensation. I also understand that all user accounts for the company will have the same level of access to all materials. Currently there is no way of limiting access to information on the site on a user by user basis.

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Employer's Signature

Date