



First-time Users Sign up

How to sign up - go to <http://www.INGRetirementPlans.com>

Sign up is a three-step process:

1. Step 1 - Enter your Profile Information:
 - Social Security Number
 - Personal Identification Number (PIN) * - See Note Below
 - E-mail address: Enter a valid e-mail address where you can be contacted.
2. Step 2 - Create your Login Information:
 - User ID (see [Choosing a User ID](#))
 - Password: Your Password is case sensitive. (see [Choosing a Password](#))
3. Step 3 - Choose a Security question and answer it:
 - Security Phrase / Question
 - Security Answer

A confirmation of your sign up will be sent to the email address you provided during sign up.

*Note: Your PIN is different and separate from your new Password. If you are a new customer, your PIN# are the four digits that represent the MMY of your birth date. For example, if you were born August 5, 1979 your PIN# would be 0879.

Choosing a User ID

Choose a User ID you can easily remember. The following requirements help ensure that your User ID is unique and secure. NOTE: If you try to sign up with a User ID that does not meet these requirements or that is already taken, you will be prompted to try again.

- Your User ID must be 6 - 50 characters in length and may contain both letters and numbers.
- Your User ID may NOT contain any special characters (e.g. #, \$, %, @, _).
- Your User ID is not case sensitive.

Choosing a Password - Your Password must be 8 - 50 characters in length and MUST contain at least one letter and one number.

- Your Password may NOT contain any special characters (e.g. #, \$, %, @, _).
- Your Password is case sensitive. Please be aware of this fact when entering it during login.

You will be able to self-direct the employee portions of your ING account. The sub-accounts you may choose to **self-direct** are:

(IN) Individual Rollover – Amounts you transferred to this plan from a prior plan or IRA

(PA) Prior Assets – Profit Sharing amounts you choose to self-direct the investments

The Trustee invests amounts in these sub-accounts:

(PS) Profit Sharing – Profit Sharing Plan

(PP) Prior Pension – Merged Prior Pension Plan

(EC) Employer Contributions – Retirement Plan

For assistance please contact our Customer Service Center at 1-800-262-3862 or our ING Representative, David Greengold by email at Savefor65@aol.com or by phone at 516-484-5800 ext 11; or by fax at 516-484-5896.