American Century Investments®

Plan Sponsor Access

Connect to your plan anytime

Easy Plan Management, Available Anytime

Plan Sponsor Access from American Century Investments® makes managing your organization's retirement plan easier than ever.

Everything you need to stay on top of your plan and make contributions is available anytime at americancentury.com.

Review this booklet to find out about the services available and how you can take advantage of them. If you need help along the way, don't hesitate to call us.

Features by Plan

	SEP-, SARSEP- and SIMPLE-IRAs	403(b)	Governmental 457(b)	401(k), Profit Sharing and Money Purchase Pension
Access your plan anytime	●	●	●	●
View plan assets	●	●	●	●
Transmit contributions	●	●	●	●
Add participants				●
Update participant information				●
View/update allocations	● (one-person plans only)			●
Request plan reports		●		●
View participant transaction history	● (one-person plans only)	●		●

Review Plan Information Now

You need some information about the retirement plan you manage, and you need it now. No need to worry. Plan Sponsor Access can help you quickly view both your plan and individual participant information.

Summary

Use this tab to get basic information about your plan, including year-to-date contributions and total plan assets.

- If you manage multiple plans, select the plan you want to view.
- Use the tabs across the page or the 'I want to' list on the right for navigation.

Participants

Use this tab to view participant account information or add new participants.

View participants

- Enter a specific participant's Social Security number or Last Name and click Retrieve Participants for the list of all participants.
- Click on the dropdown arrow next to the participant you wish to view such as
  - Participant Information (update name, address or status)
  - Account Activity (view recent transaction history)
  - Change Investments (change how future contributions are allocated).

Adding new participants

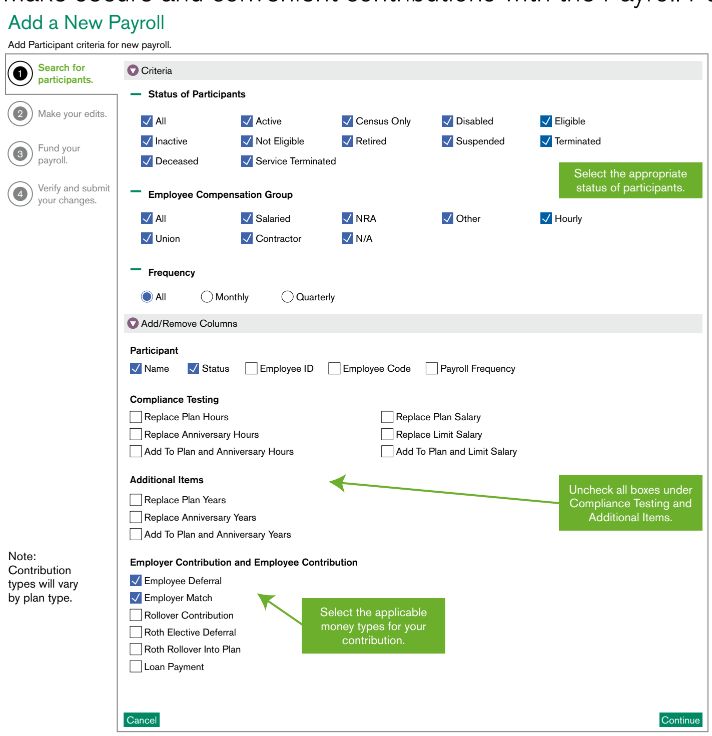
- Select Add New Participant
- Enter all required fields (Name, Address, SSN, Birth Date, Employment Status, Hire Date) then click Add Participant.
- Confirm the information and click Done.
- Click on the dropdown arrow next to the New Participant and Select Change Investments to update future contribution allocations. Click Continue when finished and Submit Change after verifying the future allocations.

Select your payroll contribution type.

Make Contributions

Payroll Purchasing

Make secure and convenient contributions with the Payroll Purchasing feature.



- Choose the Payroll tab, then Add New Payroll and Manual.
- Under **Criteria**, select the appropriate participant statuses.
- **De-select** all **Compliance Testing** and **Additional Items** boxes that are checked.
- Check the contribution types used for your payroll. Options will vary by plan type.
- Click **Continue.**

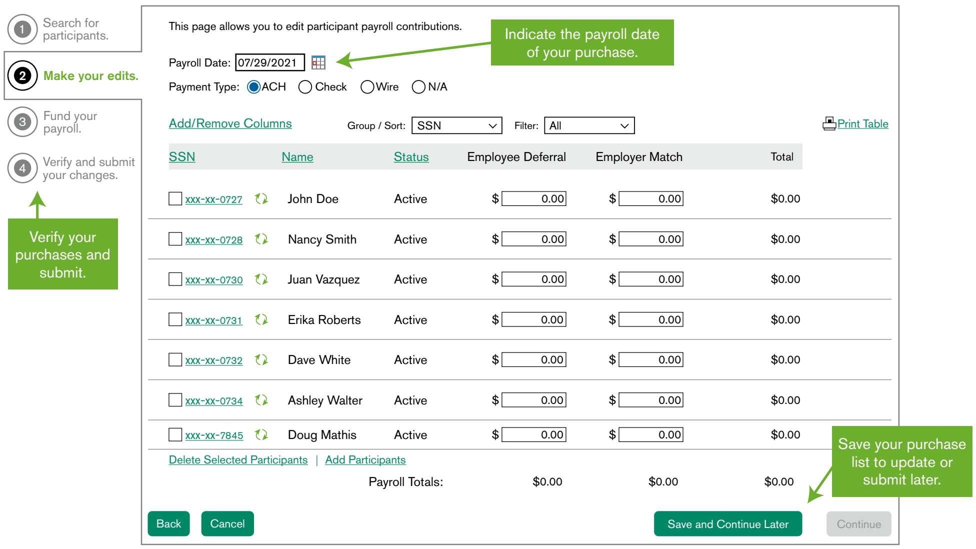
Make Contributions

Once your bank account information is on file, quickly create and transmit a contribution list.

Payroll Purchasing

Make secure and convenient contributions with the Payroll Purchasing feature.

Add a New Payroll



- Choose the Payroll tab, then Add New Payroll and Manual.
- Select participant and contribution type.
- Enter the payroll date (which determines the tax year).
- Enter amount for each participant by money type. Click Continue or Save for Later.
- Enter email address to send a copy of the confirmation.
- Click Submit to transmit the purchase.

Request Plan Reports

- Select Reporting in the header.
- Select Standard Reports for Contribution and Distribution Reports or Employer Reports for full plan details.
- Select Request an Employer Report.
- Enter the appropriate to and from dates.
- Click Request Report.
- Choose the format to view the report (PDF, File Format or CSV).

Get Started

- Call us to get a User Name and Password. This is different from what you may use for your My Account page with us.
- Log in with your User Name and Password at americancentury.com/info/psa. At this time, you will choose your own password.
- Read and accept the Plan Sponsor Access terms and conditions.

American Century Investments®

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Plan Sponsors using Financial Professionals 1-800-378-4998