A Guide to Using The Hartford's Electronic Enrollment

Hartford*Online* Enroll is an Internet-based service that makes it easy and convenient for you to join your employer's retirement plan. You can access electronic enrollment at your convenience from anywhere you have Internet access – 24 hours a day, seven days a week. With this service, you submit your enrollment request electronically to The Hartford, avoiding the extra step and delay that paper forms add to the enrollment process. Simply log on to http://retire.hartfordlife.com and follow these steps:

1. At the "Welcome" screen, click on the "Hartford*Online* Enroll" link.
2. At the "Login" screen, type in your user ID, which is your Social Security Number. Then type in your PIN, exactly as it appears here: 024982
   This number is assigned by The Hartford to your plan. Click on the "Login" button to continue.
3. Next is the "Welcome to Hartford*Online* Enroll" screen, which contains important information about the electronic enrollment process. Please read it in its entirety and click the "Accept" button if you accept the statements. If you click the "Do Not Accept" button you will terminate the online enrollment session.
4. Now you start the enrollment process. The first screen is "Personal Information." Enter your information in the appropriate fields. Some data may be prefilled. Complete any empty fields and make any corrections to prefilled data. **Please note:** You will *not* be able to edit prefilled salary or date-of-hire information. Please contact your employer to make any corrections to fields you cannot edit.
5. On the "Deferral" screen, type in the amount you would like to contribute to your employer's retirement plan in the "Salary Deferral Information" section.

   Click "Next" to continue
6. On the "Elections" screen, select your investment elections. Please use whole percentages and select investment elections that total 100%. You will also be able to view performance for the investment elections available under your plan on this screen.

   Click "Next" to continue.
7. On the "Beneficiary" screen you have the option of designating a beneficiary for your participant account. If you wish to designate a beneficiary, please click on the link ("here") to download and print the beneficiary form. A copy of this form is also included in this booklet. You must complete, sign, and submit the form to your **employer** for the beneficiary designation to be effective.

   Click "Next" to continue.
8. On the "Disclosure" screen, please read the statements and click the "Accept" button if you agree with the statements. You have now provided all the data necessary to submit an enrollment request. If you click the "Do Not Accept" button the session will terminate and The Hartford will not process your enrollment request.
9. On the "Verification" screen, review the information to make sure that the data is accurate. If you find an error you can make corrections by clicking on the "edit information" box for the section that needs to be corrected. Once you are sure the data is accurate, click the "Confirm" button to continue.
10. When the "Confirmation" screen displays, you should keep a record of the confirmation number by printing this screen. You will receive written confirmation and e-mail confirmation (if you provided your e-mail address). Click the "Logout" button to exit the electronic enrollment site. Enrollment is complete when you receive your welcome letter via U.S. mail. The welcome letter will include your new PIN for access to your retirement plan account information.

If you have any questions about using Hartford*Online* Enroll, please call 1-800-339-4015 during normal business hours, Monday through Thursday, 8 a.m. to 7 p.m., and Friday, 8 a.m. to 6 p.m., Eastern Time, excluding holidays.