



Important information: Retirement plan contribution processing

Re: Defined Contribution Retirement Plan(s) Recordkept by Fidelity

Dear Plan Administrator:

Your organization has been setup with a new electronic and secure way for submitting retirement plan contributions. It's called the Simplified Contribution Platform (SCP) and has replaced the paper-based Contribution Remittance Form you use today.

Effective 12/1/2018, the transition is complete and moving forward all retirement plan contribution requests must be submitted using the Simplified Contribution Platform.

Over the past several months, our top priority has been to provide you support through the transition, including user access and helpful resources. If you have already begun using SCP, thank you.

Action is required if you are still using the paper-based process. After the effective date above, paper-based contribution requests will be returned along with any associated funding so that it can be processed electronically.

Please take these steps now to help ensure we continue to effectively support you:

- Login to SCP at contribution.appiancloud.com —Username is your email address (lower case)
- Complete your account registration—setup Bank Account Information and email notifications

If you have questions about the transition, please contact your Fidelity service team at 800-868-1023. We look forward to continuing to serve your plan needs.

Sincerely,

Fidelity Investments

For plan sponsor use only.

Fidelity Investments Institutional Operations Company, Inc., 245 Summer Street, Boston, MA 02210

848507.1.0