VANTAGE RADIOLOGY & DIAGNOSTIC SERVICES, A PROFESSIONAL SERVICE CORPORATION 401(k) SALARY DEFERRAL AND 401(k) PROFIT SHARING PLANS

Retirement Access Phone Benefit and Internet System

We are pleased to introduce the *Retirement Access System* offered by Northwest Plan Services.

Upon entering either system, you will be prompted for your User ID and Password. Initially, your User ID is your Social Security Number (SSN) and your Password will be the last four digits of your SSN. You will be required to change your User ID and Password immediately. For future changes, you can click on the "Gear"-shaped icon on the top right of the website near your name and then select "User ID/Password Change" from the sub menu. It is also recommended that you click on "Personal Info." under the same icon to set up an Alternate Verification Question which can be used to retrieve your Password, should you forget it. For your own protection, keep your Password confidential. Do not disclose it to anyone.

You are able to utilize the Retirement Access Phone Benefit and Internet System as follows:

Internet Access:	**www.yourplanaccess.net/nwps/**
Phone Benefit System:	**toll-free (877) 410-9984** **Plan Provider Extension: 6789**

You can use the Retirement Access System to:

- Change your User ID and/or Password
- View Track My Retirement – A comprehensive look at your retirement picture
- View your account balance
- View personal information and update your email address
- View investment fund price and performance information
- View your personal returns
- View or change your future savings investment elections
- Make investment fund transfers of existing savings
- Schedule automatic recurring rebalance transfers
- Model a new loan and view information on outstanding loans
- View information about the plan
- View or download your transaction history

Transactions that are entered by the stock market close, generally 1:00 pm, will be processed the same day. Transactions entered after the stock market close will be processed the next business day.

If you have questions regarding the Retirement Access System or the Plan, please contact Northwest Plan Services at (877) 690-5410 option 7; if you have questions regarding Benefit Eligibility or the Plan, please contact Michelle Gitchell.

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Web Site Instructions

Web Address: **www.yourplanaccess.net/nwps/**

System Login

To sign onto your account, enter your User ID, Password and select "Participant" for the role. The first time you enter the site, your User ID will be your Social Security Number and your Password will be the last four digits of your Social Security Number. You can change your User ID and Password after you first sign in to the system by clicking on the "Gear" icon from the top right of the website and then selecting "User ID/Password Change" from the sub menu.

Inside the System

Once you've successfully logged in, you will notice that information is organized by menu choices on the bar at the top. You will be first linked to the summary page, where you can confirm personal information and review a summary of your account balances. After clicking on one of the menu options a sub menu will be displayed offering more pages to access. A few highlights are:

- **Dashboard.** This page displays your Track My Retirement, Account Balance, My Portfolio and Recent Activity.
- **Manage Account.** This is where you can make changes to how your future contributions will be invested and change how your current balance is invested. You can also view your transaction history and a history of any changes you made on the web.
- **Retirement Readiness.** Calculators to see how your retirement planning is doing.
- **Performance.** Click here to see the performance of the plan's investment options. Click on any of the options to be linked to the Morningstar ® information page for that option (if available). You also can review a personal rate of return.
- **Loans.** Information on current loans can be found here. New loans are requested here.
- **Reports found under Forms & Reports.** Elect to receive your quarterly statement by regular mail or elect to make it viewable only on the website. This is also where you can view investment advisor reports and create statements on demand.
- **Forms found under Forms & Reports.** This will link you to any plan forms that you may need, such as a beneficiary designation form.
- **Personal Info.** On the top right of the website select the "Gear" icon to review your personal settings.

The website is updated every day to reflect any activity and earnings in your account. We urge you, for security purposes, to change your User ID and Password the first time you sign on to the system. While the site is secure and encrypted, it is always a good idea to not use your Social Security Number if you have the option.