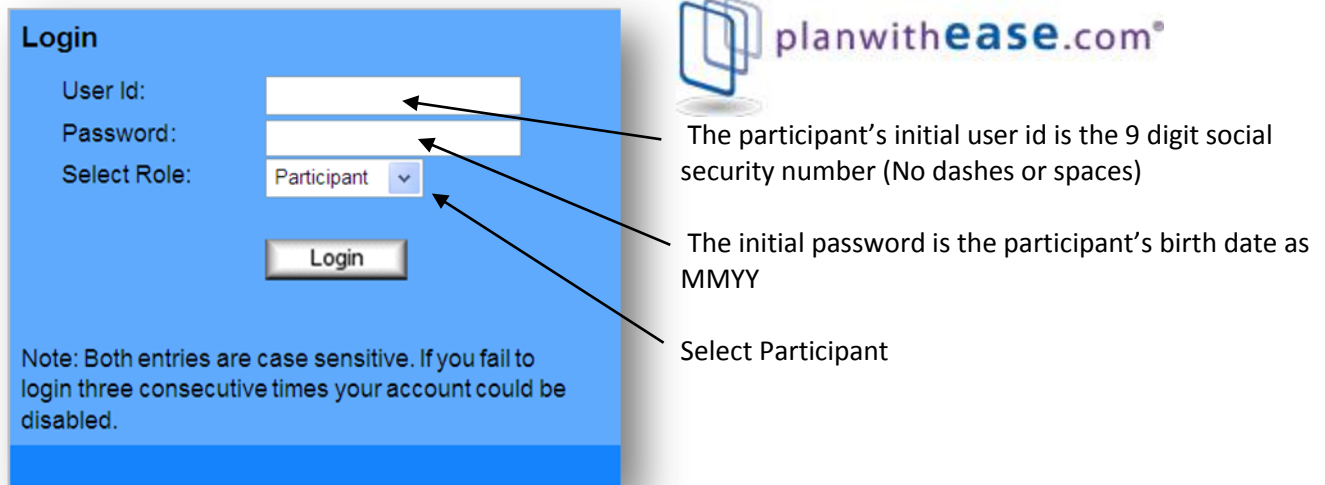


The fastest way for a participant to:

- Move money between providers (exchange)
- Receive cash (if eligible)
- Move money outside the plan (if eligible)

is for the participant to login to planwithease at <https://www.planwithease.com/erelius/> like this...



The screenshot shows the login page for planwithease.com. The page has a blue header with the text "Login". Below the header are three input fields: "User Id:", "Password:", and "Select Role:". The "User Id:" field is empty. The "Password:" field is empty. The "Select Role:" field is a dropdown menu with "Participant" selected. Below the input fields is a "Login" button. To the right of the input fields are three arrows pointing to them, each with a text annotation. The first arrow points to the "User Id:" field and is annotated with "The participant's initial user id is the 9 digit social security number (No dashes or spaces)". The second arrow points to the "Password:" field and is annotated with "The initial password is the participant's birth date as MMY". The third arrow points to the "Select Role:" dropdown menu and is annotated with "Select Participant". Below the input fields is a note: "Note: Both entries are case sensitive. If you fail to login three consecutive times your account could be disabled." To the right of the screenshot is the planwithease.com logo.

Once logged in, the participant should go to the transactions option and complete the e-form. The participant will receive an electronic certificate, which should be given to their provider, along with the provider's form.

If the participant is having problems logging in or wants to transact in an account with a provider that refuses to share information with PWE, contact the RIC office for assistance at 866-460-4692, option 1 or 515-725-2135. Our fax number is 515-281-5102.

Check RIC's website at http://ric.iowa.gov/403b/providers/index_inactive_pwe.html for a list of providers sharing information with PWE.

Please do not use the planwithease 800# for help with transactions. This line is a dedicated line to employers/plan administrators.