Activating Your Account

STEP 1

Enter Information

Go to the registration page (use the link included in your new user email) and enter your Social Security number and date of birth for security purposes.

STEP 2

Create Account

You will then be asked to create a User Name unique to you and provide a Security Question and Answer (asked in the event you forget your password).

STEP 3

Access Your Website

Use this information for continued access to your site by logging in at:

www.spark401k.com/my/account/login

Didn't receive enrollment instructions? You can still login and register for the retirement plan by following the instructions below.

Go to www.sp401k.com/PAiregister. You will be required to provide your account access code, Social Security Number, Birth Date and Hire Date for verification reasons. Your Account Access code is: wa2gqrvv4

Welcome to your 401(k). Your employer made a great decision.

As an Employee in the Plan, you must direct the investment of your future and current contributions by use of the internet website or a toll free number. Please be sure to see your investment material (prospectus) for information on the investments.

To access and manage your account including balance review, directing your investments, transfers and more, you have the available options:

Your Individual Website

After you have registered, it's time to enroll and manage your plan at

www.spark401k.com/my/account/login

Customer Care Department

Operators will be available from 8:00am to 5:00pm Central Time Monday through Friday with the exception of market holidays. The number to call is 800-431-7934, Option 4

Frequently Asked Questions

PAi

What should I do if the registration link in my email has expired?

Contact PAi at the number included in the **Customer Care Department** section of this document and we'll send you an email with the new link. Your company contact for the retirement plan also has the ability to send a new email to you.

Can I use a mobile device to complete the registration process?

Yes! The registration process is mobile compatible.

Why should I provide an email address?

Providing an email address means as a participant you can get the most out of your retirement experience. From providing account assistance to alerting you along your retirement savings journey, we email you the tools to own your retirement readiness.

What if I want to change my email address?

You can make changes to your contact information, including your email address, on your individual website.

How do I choose my contribution rates for the retirement plan?

As part of the online enrollment process, you will have the ability to choose your contributions rates. PAi will then notify your employer of the contribution rates you selected and your payroll deductions can begin.

Do I have to return any forms to my employer?

Yes, the Beneficiary Form will need to be printed out, completed, signed and returned to the company contact for the retirement plan. You'll have access to this form during the online enrollment process and it's always available to you on your individual website under the **Documents** section.