

Relevant Remitter: Submitting a Salary Reduction Agreement

Log in to your account at
<https://fe2.midamerica.biz/login.aspx>



MidAmerica
Administrative & Retirement Solutions

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Getting Started

Log in to your plan at <https://fe2.midamerica.biz/login.aspx>

From the Popular Tools navigation bar, select **SRA**.

The screenshot shows a dashboard with a top navigation bar containing 'Plan Details', 'Vendors', and 'Contributions'. Below this is a 'Dashboard' header with a home icon. On the left, a 'Popular Tools' sidebar contains 'file upload', 'file download', and 'sra' (highlighted with a red box). The main area features a 'Year-To-Date Contributions' section with a pie chart titled '403(b) Year to Date Contributions'. The chart shows a blue segment for 'Available Limit' at \$14,220.00 and a red segment for 'Total Contributions'. A legend below the chart identifies the segments.

Next, select **New Request**.

The screenshot shows the 'SRA' management page. The breadcrumb trail is 'Dashboard >> SRA' and the date is 'Tuesday, December 22, 2015'. A blue 'NEW REQUEST' button is highlighted with a red box. Below the button are three sections: 'Current SRAs' with a table of active requests, 'Future SRAs' with a message that there are none, and 'Archived SRAs' with a collapse arrow.

| Source | Vendor | Status | Begin Date | End Date | Amount | Action |
|---------------|------------------------|--------|------------|----------|----------|--------|
| 457 | Good Investments (457) | Active | 06/20/2014 | | \$150.77 | |
| 403b (Pretax) | Red Funds | Active | 06/20/2014 | | \$450.00 | |

From this page, select your **Requested Effective Start Date**. The effective date must be a future date and may be adjusted during the MidAmerica review based upon the provisions of your plan. You can now either change your existing SRA or add a new vendor.

SRA

Notice

Please be aware that if you have a future SRA change(s) pending, the election being submitted at this time will replace it. Please be aware your SRA Effective Date may be changed to conform to plan procedures and / or IRS regulations.

Requested Effective Start Date

| Vendor | Contract Number | Source | Current | New | Action |
|----------------------------------|----------------------|---------------|-----------------|-----------------|--------|
| Good Investments (457) | <input type="text"/> | 457 | \$150.77 | 150.77 | |
| Red Funds | <input type="text"/> | 403b (Pretax) | \$450.00 | 450.00 | |
| + Add New Vendor | | | | | |
| Total | | | \$600.77 | \$600.77 | |

If you select **Add New Vendor**, a dropdown menu will appear and you will now be able to select a vendor from those approved on your plan.

| Vendor | Contract Number | Source | Current | New | Action |
|---|----------------------|---------------|-----------------|----------------------|--------|
| Good Investments (457) | <input type="text"/> | 457 | \$150.77 | 150.77 | |
| Red Funds | <input type="text"/> | 403b (Pretax) | \$450.00 | 450.00 | |
| <div style="border: 1px solid red; padding: 2px;"> Select Select 457 Funds Blue Funds Good Investments (457) Olive Funds Orange Funds Red Funds </div> | <input type="text"/> | Select | \$0.00 | <input type="text"/> | |
| Total | | | \$600.77 | \$600.77 | |

By clicking on the below box, I hereby request that this Salary Reduction Agreement (SRA) be submitted for review by the Third Party Administrator, MidAmerica Administrative & Retirement Solutions, Inc. I understand that MidAmerica will confirm this SRA request meets all applicable plan and regulatory provisions before approving. Additionally, if approved, I consent that the salary reduction be processed accordingly by any related party including but not limited to MidAmerica, my employer, or my investment provider.

Once you select your vendor, enter the contract number*, select the source and enter the amount you'd like to allocate to this vendor. If you would like to add another vendor, you are able to do so. Once complete, check the **I Agree** box and hit **Finish**.

Requested Effective Start Date

| Vendor | Contract Number | Source | Current | New | Action |
|----------------------------------|----------------------|---------------|-----------------|-------------------|--------|
| Good Investments (457) | <input type="text"/> | 457 | \$150.77 | 150.77 | |
| Red Funds | <input type="text"/> | 403b (Pretax) | \$450.00 | 450.00 | |
| Blue Funds | 123456789 | 403(b) Roth | \$0.00 | 500.00 | |
| + Add New Vendor | | | | | |
| Total | | | \$600.77 | \$1,100.77 | |

Terms of Agreement

By clicking on the below box, I hereby request that this Salary Reduction Agreement (SRA) be submitted for review by the Third Party Administrator, MidAmerica Administrative & Retirement Solutions, Inc. I understand that MidAmerica will confirm this SRA request meets all applicable plan and regulatory provisions before approving. Additionally, if approved, I consent that the salary reduction be processed accordingly by any related party including but not limited to MidAmerica, my employer, or my investment provider.

I Agree

FINISH

*If you do not know your vendor's contract number, please contact your vendor to obtain. Your vendor's contract number may also be referred to as an account number or policy number by the vendor.

You will then be redirected back to the SRA home page and will see your recently submitted SRA with a pending status. Once the SRA has been reviewed and approved by MidAmerica, the status will change to **Active**.

| Source | Vendor | Status | Begin Date | End Date | Amount | Action |
|---------------|------------------------|---------|------------|----------|----------|--------|
| 457 | Good Investments (457) | Active | 06/20/2014 | | \$150.77 | |
| 403b (Pretax) | Red Funds | Active | 06/20/2014 | | \$450.00 | |
| 403b Roth | Blue Funds | Pending | 12/22/2015 | | \$500.00 | |
| 403b (Pretax) | Red Funds | Pending | 12/22/2015 | | \$450.00 | |
| 457 | Good Investments (457) | Pending | 12/22/2015 | | \$150.77 | |

Submitting a completed SRA form

If you prefer to submit a completed SRA form, you are still able to do that online.

Downloading the form

From your dashboard, select the **Forms** link located under the Popular Tools. You will be redirected to your employer's Spokeskids page, where you can download your SRA form.

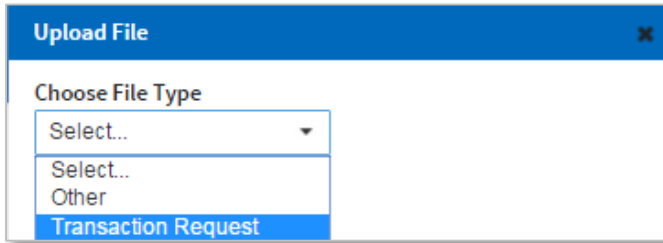
The screenshot shows the MidAmerica Administrative & Retirement Solutions dashboard. At the top, there is a navigation bar with links for Plan Details, Participant Details, Vendors, and Contributions. The user is logged in as Sample Mars, with a contact number 866-873-4240. The dashboard displays several widgets: Popular Tools (with 'forms' highlighted), Year-To-Date Contributions (for 403(b) and 457(b) plans), Active Salary Reduction Agreement, and Contributions. The 'forms' link in the Popular Tools section is highlighted with a red box.

Submitting the form

Once you have completed your form, return to your dashboard and select **File Upload**.

This screenshot is a zoomed-in view of the dashboard's Popular Tools section. The 'file upload' button, represented by an upward arrow icon, is highlighted with a red box. Other options visible include 'file download', 'sra', and 'transactions'. The 'Year-To-Date Contributions' widget for the 403(b) plan is also visible, showing a pie chart with an available limit of \$19,038.25.

Choose Transaction Request.

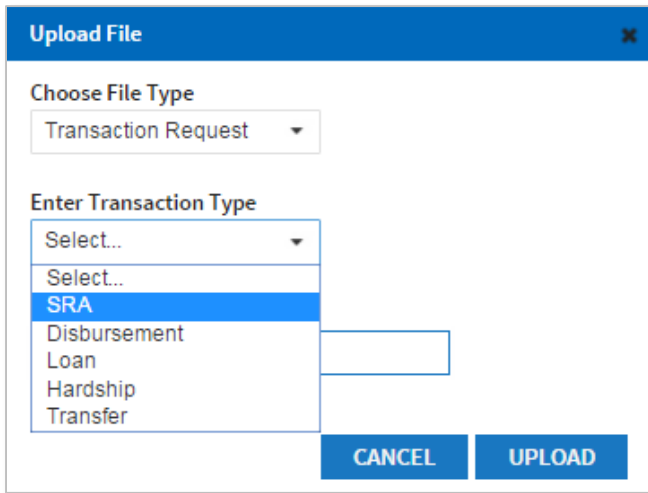


Upload File

Choose File Type

Select...
Select...
Other
Transaction Request

Select SRA.



Upload File

Choose File Type

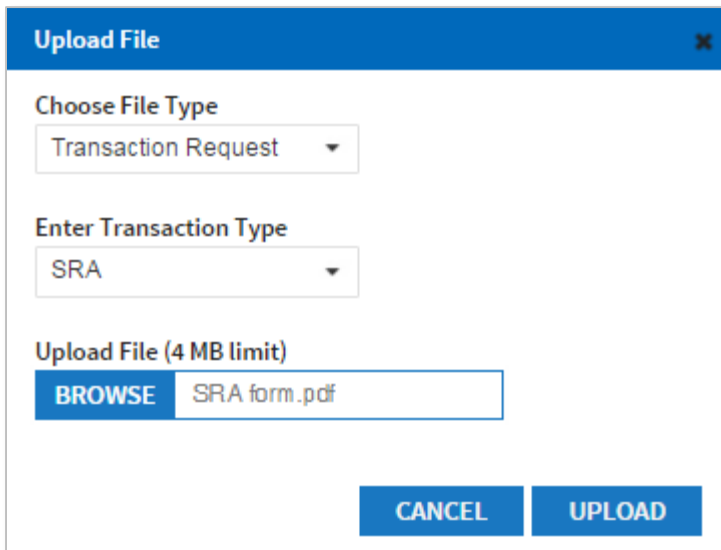
Transaction Request

Enter Transaction Type

Select...
Select...
SRA
Disbursement
Loan
Hardship
Transfer

CANCEL UPLOAD

Lastly, browse and upload your completed SRA form.



Upload File

Choose File Type

Transaction Request

Enter Transaction Type

SRA

Upload File (4 MB limit)

BROWSE SRA form.pdf

CANCEL UPLOAD