PLATORM REGISTRATION & ACCOUNT ENROLLMENT

ESTABLISHING YOUR PROFILE

STEP 1) Go to www.tsacg.com

From the home page of TSA Consulting Group's website click on the **ART Login** link located in the center right of the page. Please note if you have already registered for online access to the ART system you may login with your current user credentials and skip to STEP 2.

STEP 2) Register Online

Enter your Social Security Number (with NO Dashes) as the USER ID and click **LOGIN**. On the next screen you will be prompted to enter a password. Enter your birthdate MMDDYYYY (with NO slashes) as your default password and click **SUBMIT**. You will be directed to a registration page. Please follow the instructions and complete the information on the registration page.

PLEASE REMEMBER *to write down your personalized user Name and Password.*

STEP 3) Complete Enrollment

After completing your online registration you will be prompted to select the Plan Type 403(b) which will bring you to the GET STARTED page. The following instructions will guide you through enrolling in the Vanguard 403(b)(7) investment product.

1) Select “**I’d like to learn more about my Plan’s investment choices**.”

Getting Started

The Investment Provider Xchange (IPX)™ platform was designed to make it easy for you to manage your retirement account. Through the platform you can learn about the investment options available to you, let your employer know how much you want to save from each paycheck, and elect or change the way that you would like your savings to be invested. IPX also provides a directory of authorized agents or financial advisors for your plan and an easy way to contact them. What would you like to do?

I’d like to learn more about my plan’s available investment choices.

I’d like assistance from an agent or financial advisor.

I’m ready to invest now through regular salary deductions.

I’m ready to invest now from transfer, exchange or rollover.

I just want to review information about my account, including balances.

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2) From the list of Investment Providers, select “**View Profile for Vanguard Investments”**

INVESTMENT PROVIDER NAME	NUMBER OF PRODUCTS	VIEW PROVIDER PROFILE
American Century Services, LLC	1	View Profile
ASPire Financial Services	1	View Profile
AXA Equitable Life Insurance Company	1	View Profile
Fidelity	1	View Profile
Fund Portal	1	View Profile
Great American-Annuity Investors Life	1	View Profile
Metropolitan Life Insurance Company	1	View Profile
Midland National Life	1	View Profile
Modern Woodmen of America	1	View Profile
National Life Group	1	View Profile
New York Life Insurance & Annuity Corp.	1	View Profile
PlanMember Services	1	View Profile
ReliaStar Life Insurance Co	1	View Profile
VALIC	1	View Profile
Vanguard Investments	1	View Profile

View Profile

3) From the Vanguard Investment page select "**View Product**"

INVESTMENT PROVIDER PROFILE

Most investment firms are publicly traded or privately owned. Vanguard is different. We are owned by the Vanguard funds, which are owned by our clients. Helping our investors achieve their goals is our sole reason for existence. With no other parties to answer to and no conflicting loyalties, we can keep investing costs as low as possible. Vanguard offers a broad lineup of Vanguard mutual funds—all with no sales commissions—including funds specifically designed for retirement investing.

View Product

PRODUCT LISTING	
IPX - Vanguard	View Product

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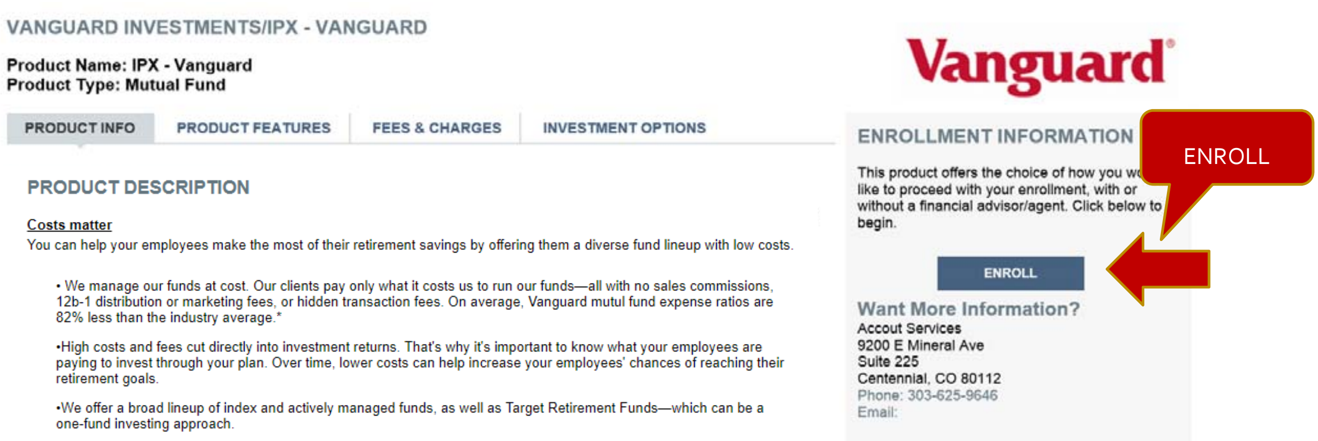
4) From the Product Profile page you can review product information clicking on the tabs - (PRODUCT INFO | PRODUCT FEATURES | FEES & CHARGES | INVESTMENT OPTIONS)

To open a Vanguard Investment Account online click the **ENROLL** icon



VANGUARD INVESTMENTS/IPX - VANGUARD

Product Name: IPX - Vanguard
Product Type: Mutual Fund

PRODUCT INFO | PRODUCT FEATURES | FEES & CHARGES | INVESTMENT OPTIONS

PRODUCT DESCRIPTION

Costs matter
You can help your employees make the most of their retirement savings by offering them a diverse fund lineup with low costs.

• We manage our funds at cost. Our clients pay only what it costs us to run our funds—all with no sales commissions, 12b-1 distribution or marketing fees, or hidden transaction fees. On average, Vanguard mutul fund expense ratios are 82% less than the industry average.*

•High costs and fees cut directly into investment returns. That's why it's important to know what your employees are paying to invest through your plan. Over time, lower costs can help increase your employees' chances of reaching their retirement goals.

•We offer a broad lineup of index and actively managed funds, as well as Target Retirement Funds—which can be a one-fund investing approach.

ENROLLMENT INFORMATION

This product offers the choice of how you w like to proceed with your enrollment, with or without a financial advisor/agent. Click below to begin.

ENROLL

ENROLL

Want More Information?
Accout Services
9200 E Mineral Ave
Suite 225
Centennial, CO 80112
Phone: 303-625-9646
Email:

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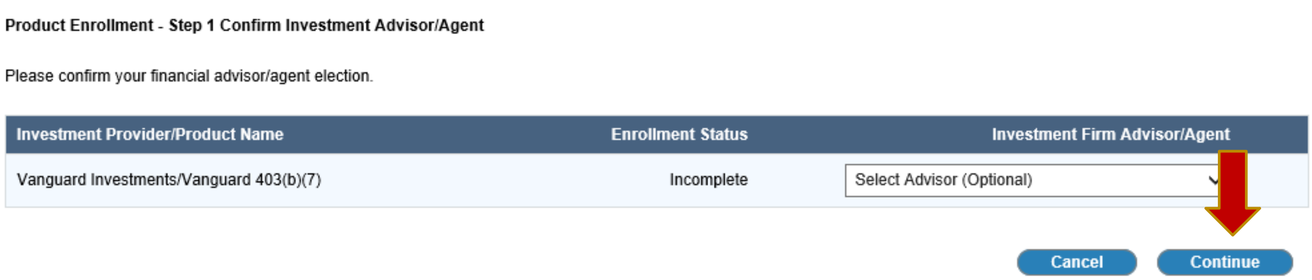
5) Select **CONTINUE** to begin the Product Enrollment.



Product Enrollment - Step 1 Confirm Investment Advisor/Agent

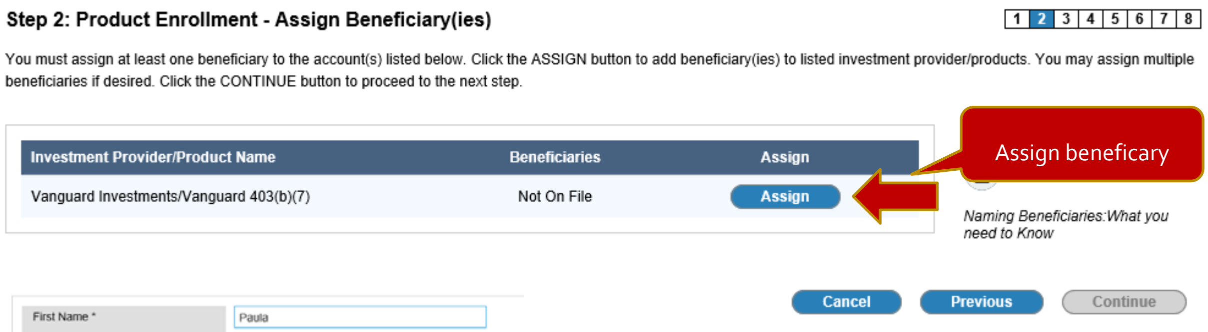
Please confirm your financial advisor/agent election.

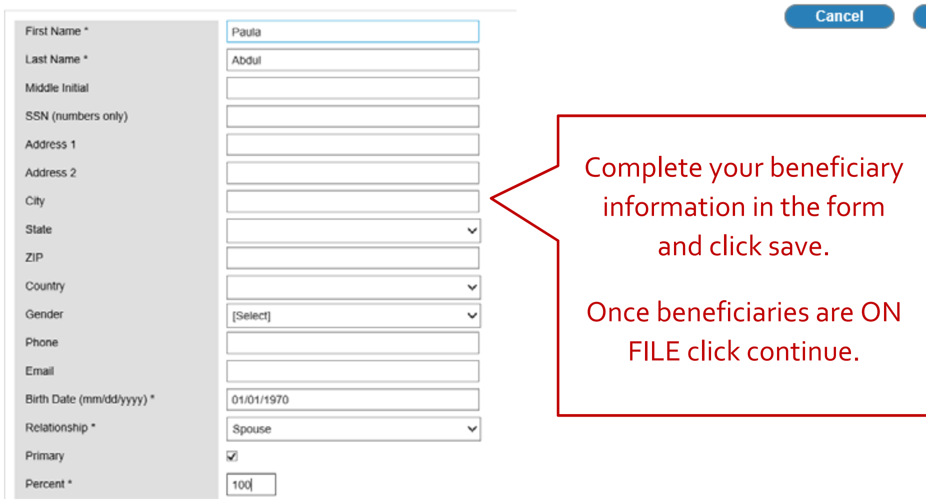
Investment Provider/Product Name	Enrollment Status	Investment Firm Advisor/Agent
Vanguard Investments/Vanguard 403(b)(7)	Incomplete	Select Advisor (Optional)

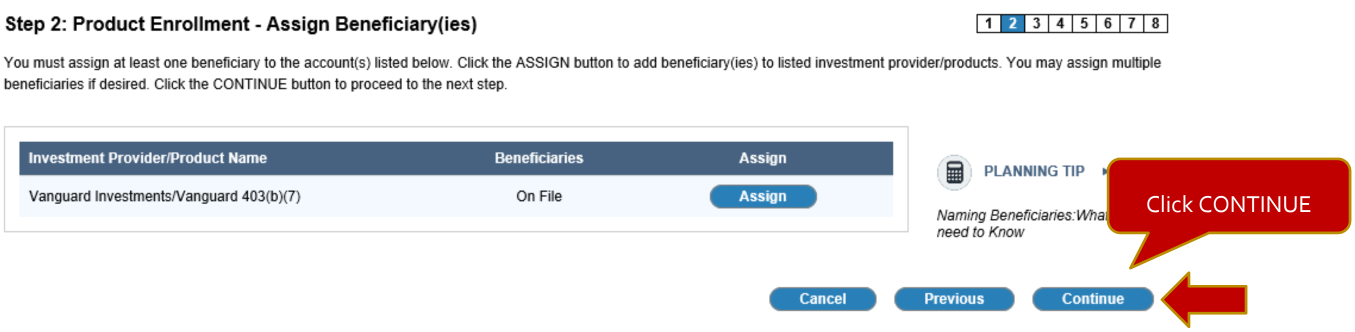
Cancel   Continue

Note: If you are working with a financial advisor and wish to have them appointed to your account please contact customer service at (844) 788-3474, M - F, 9:30 am - 6:30 pm EST

6) Click **ASSIGN** to add beneficiaries







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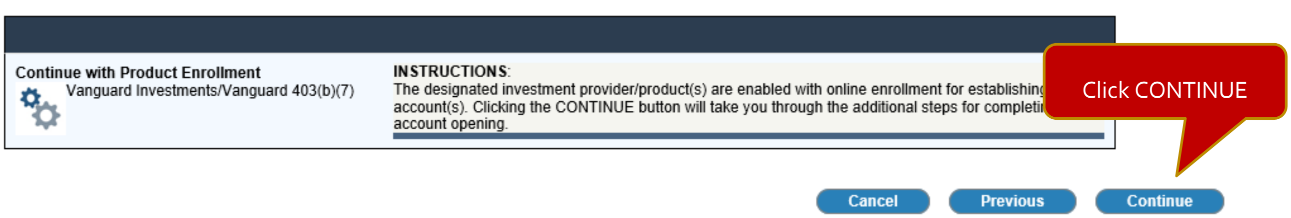
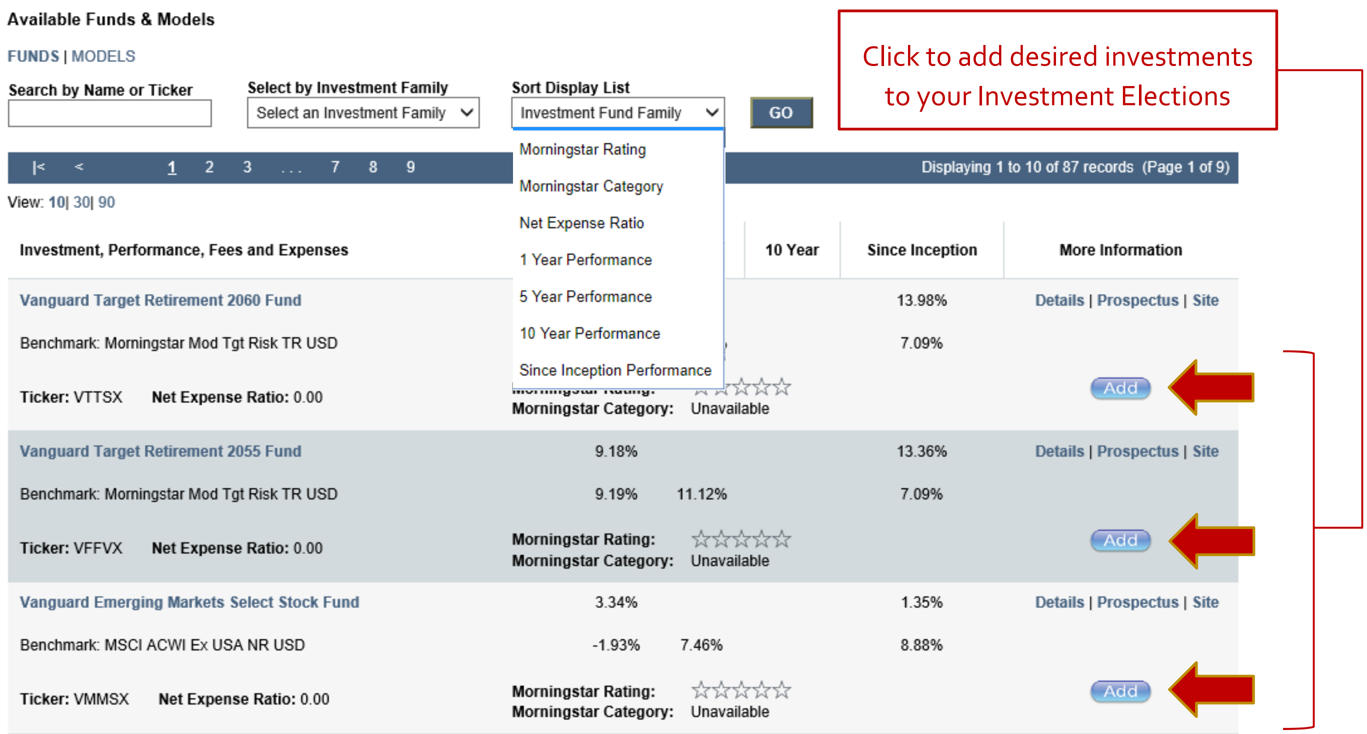
7) Select **CONTINUE** to make your Investment Elections.



Comprehensive fund information including performance and expense data, along with a search feature is available for you to research investment options. Click the "**ADD**" icon of a fund profile you want to invest in – this will add the fund to your Investment Elections Queue.



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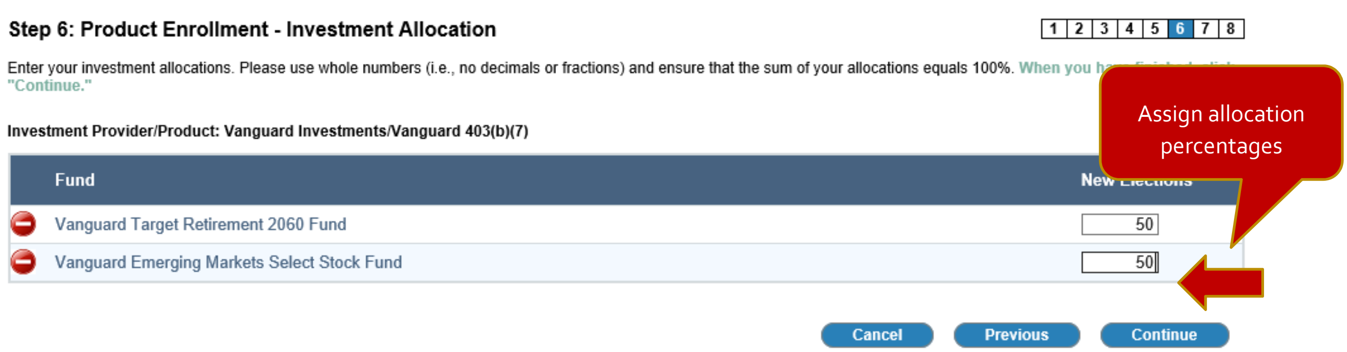
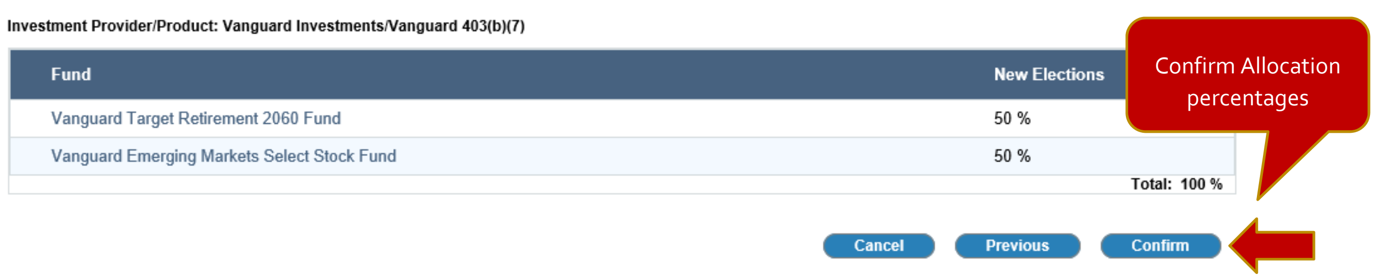
8) Assign percentage allocation to your selected funds and click "**CONTINUE**".





9) Review & Confirm ALL enrollment data

Step 7: Product Enrollment - Confirmation

1 2 3 4 5 6 7 8

Click the "Confirm" button to review and confirm the information you have provided to us.

Investment Provider/Product Name	Status	Confirm
Vanguard Investments/Vanguard 403(b)(7)	Not On File	Confirm

Previous Continue

Participant: Tim McGraw

Vanguard Investments/Vanguard 403(b)(7)

Allocations: Vanguard Investments/Vanguard 403(b)(7)

Fund	Percentage
Vanguard Target Retirement 2060 Fund	50.00
Vanguard Emerging Markets Select Stock Fund	50.00

Update Allocations

Beneficiaries: Vanguard Investments/Vanguard 403(b)(7)

Beneficiary

Name:	Abdul, Paula		
Address:			
Gender:		**Birth Date:**	1/1/1970
Phone Number:		**Email:**	
SSN:	XXX-XX-0000	**Relationship:**	Spouse
Type:	Primary	**Percentage:**	100.00
		Source:	SYSDEF

Update Beneficiaries

CLICK CONFIRM

Confirm

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10) E-Sign for your account.

OVERVIEW PROFILE INVESTING SERVICES PLANNING

Step 8: Product Enrollment - Sign Your Agreement

1 2 3 4 5 6 7 8

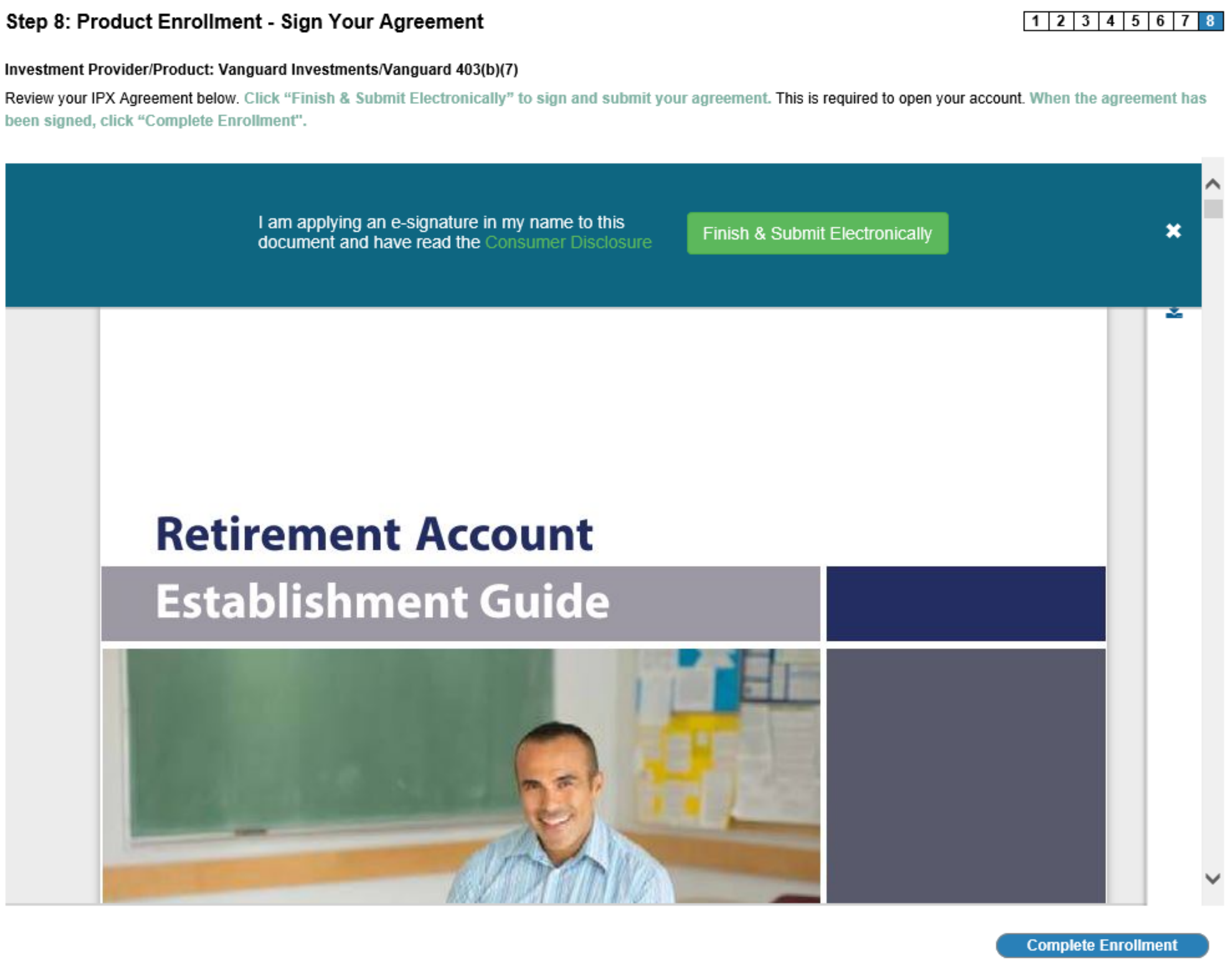
CLICK SIGN

Click the "Sign" button to sign your agreement.

Investment Provider/Product Name	Status	Sign
Vanguard Investments/Vanguard 403(b)(7)	Not On File	Sign

Continue

Review account forms and click **"FINISH & SUBMIT ELECTRONICALLY"**.



Congratulations, your enrollment is completed!

A copy of the Enrollment Package will be stored in your Private Document Vault within your online account for reference.

If you have any questions please contact customer service at (844) 788-3474, M - F, 9:30 am - 6:30 pm EST