

Enrollment & Using the Plan Website: 403(b) Contributions

Welcome to the Antelope Valley Union High School 403(b) Plan. Enrollment in the plan is easy. You simply need to follow the instructions prompted on the Plan's web page. The website is supported by programs designed to protect your personal information. The system recognizes upper and lower case characters; therefore, if you enter capital letters in your User Name or Password the same upper or lowercase will be required each time you enter the information.

Plan Website Address: <http://www.penserv.com/login> and select: First Time Visitor?

Enrollment Process

Enter: Your Social Security Number

Enter the Plan Access Code: **antvhs42**

Step 1 Enter your personal information.

Items marked with an asterisk (*) must be completed before you can proceed to the next step.

Username Information: This information is used to access your account, direct transactions and invest your contributions. The system is designed to protect your personal information; the codes you enter here should not be shared with another individual. For security purposes, you may not use sequential numbers or letters (i.e. 123 or abc), your name, Social Security Number, or symbols (i.e. @, !, &).

Verification Question: This code is used as an identifier in case you forget your account password or need assistance from a participant services representative.

Email Address: Required for communication purposes and notification of changes applied to your account.

Step 2 Select "Security Benefit" or "Great American" for your new contributions.

The investment elections you enter will be applied to the Money Source you selected. Please note that once you have completed the enrollment process, you can always change your investment elections.

Step 3 Review and confirm your entries.

Please review the information you provided for the Plan. Be certain you check the entries carefully; the data will be used to establish permanent plan records and access to your account.

Congratulations! Your enrollment is complete.

You may access your account through the Plan's website (displayed above) at any time using your Username and Password. If you elected to receive email confirmations, you will receive confirmation of your enrollment at the email address entered during the Enrollment Process.

Important Security Information

The Password you have entered for your account is secured by the system and should be protected and not shared. Anyone requesting access to this information will be denied unless the information you have entered can be provided.

Enrollment Information Worksheet: 403(b) Contributions

The following information will be required to logon to the website: <http://www.penserv.com/login>

User Name

This is a 6 - 12 character alpha-numeric field that you use when you logon to the website. It is established during enrollment on the website. This information should remain confidential as it permits access to your account and personal information.

Password

A 6 - 8 character field that works in conjunction with your User Name to protect the security of your account.

Verification Question

This is a question you will be asked to answer if you forget or misplace your Password. With a correct response, the PenServ system will be able to provide information that will permit you to reset your password.

Personal Information

This includes your name, address, and home phone, as well as your date of birth, date of employment and marital status. This information will help to determine eligibility for certain plan transactions and will be compared to the date provided by your employer.

Email Address

If you provide an email address at the time of enrollment, we will be able to confirm the entry of your data to the website. When you enter a request, an email notification will automatically be sent to the address provided. Only the participant can change the email address in the system.

Salary Deferral Contributions

The amount you are electing to have deferred from your salary each pay period. The information you enter will be transmitted to your employer for entry into the payroll. To change your elections, simply logon to the website and enter the new information.

Vendor Selections

You should review the list of available investment providers and select an active vendor from the list on the Vendor Options page. If you do not currently have an account with the vendor you selected, contact a representative who will assist you with the necessary documentation required to establish an account with the investment company.

Review & Confirm Your Entries

The system permits you to make changes to your elections before submitting the data to the system. Please review the information carefully, and submit to your Plan.

Logging Into Your Account After Enrollment

Once you have saved you User Name and Password to the system, the program captures your entries and you must login using the participant selection on the Login Screen. You will no longer be able to enter as a "First - Time User."

Assistance

For further assistance, please contact a PenServ Participant Services Representative at: (800) 849-4001 (8:00 am - 5:00 pm ET)

Email: 403bservice@penserv.com