How to Get Enrolled

Follow these instructions to enroll in your 401(k) Plan.

Step 1: Create your account

Register and access the enrollment website for the first time.

- Website: www.mykplan.com
- Click "**Get Started.**"
- Click "**Find me**" if you don't have a registration code.
- Select "**Your Information**" and enter your **first name**, **last name**, **social security number**, and **date of birth.**
- **Enter your contact information** and click "**Continue.**"

Step 2: Enroll in your company's retirement plan

Make key decisions about your 401(k) account.

- Click on "**ENROLL in my company's 401(k) Plan**" and select "**Next.**"
- **Set your contribution rate**, or how much you'd like to put towards your 401(k) each paycheck. (This can be found on the menu under "**Contributions**" on the left of your screen.)

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Step 2: Enroll in your company's retirement plan

- **Choose your Investment Selections.** Enter the default fund based on your age, or select a different model portfolio or individual funds if you prefer.
  - Your default investment option will be shown, as applicable to your age. Click "**Next**" to view all your investment options.
  - Review the fund prospectuses or contact Fisher\SMB's Help Desk for support choosing your investment asset allocations. Your investment elections must total 100%. Click "**Next.**"
  - **Review your investment elections** and confirm by clicking "**Next.**"
  - Provide the requested personal information to **confirm your identity**. Read ADP's acknowledgement, and then click "**Finish**" to complete your enrollment.
- **Designate your beneficiaries** (optional).
  - To designate a beneficiary, go to "**My Account**" on the menu bar on the left.
  - Click the link that says "**Manage my beneficiaries.**"

Would you like some help? Reach out to us.

Schedule a 30-minute one-on-one meeting with a Retirement Specialist.
Your Retirement Specialist has a great deal of experience with helping employees plan for a successful retirement. They can help you get enrolled as well as provide educational support and guidance.

Schedule your meeting now!

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