

ADP RETIREMENT SERVICES WEBSITE INSTRUCTIONS

Participant Website: www.mykplan.com

Step 1 - Log in by entering your User ID and Password

Step 2 - Access your personal account information by clicking on *Personal Information* under **Manage Account**

J **To Change How Future Contributions Are Invested**

- Click on *Investment Allocation*
- Click on *Continue*
- Enter desired percentage for each fund option
- Click *Next*
- Review entered percentages
- Click *Submit*

J **To Reallocate Existing Balance**

- Click on *Transfer Balances*
- Click on *Reallocate Entire Account Balance*
- Click on *Continue*
- Enter desired investment allocation for each fund
- Click on *Next*
- Review entered percentages
- Click *Submit*

J **To Set up Automatic Account Rebalance**

- Click on *Automatic Rebalancing*
- Select appropriate option
- Click *Submit*

J **No User ID and/or Password**

- Click on *Forgot User Id or Forgot your Password*

J **To Manage Your Personal Information**

- Click on the *Personal Information* under **Manage Account**

J **To Access Prior Statements**

- Click on *Quarterly Statements* under **Account Services**
- Select appropriate date(s)
- Click *View Statement*

J **Call Center**

- (800) 541-7705