PLAN SPONSOR WEB SITE
PLAN PRIMARY CONTACT DESIGNATION

Voya Retirement Insurance and Annuity Company ("VRIAC")
Voya Institutional Plan Services, LLC ("VIPS")
Members of the Voya® family of companies
PO Box 990063 Hartford, CT 06199-0063
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VOYA
FINANCIAL®

CLIENT PRIMARY CONTACT INFORMATION

Plan Name _____   Plan Number _____

Contact Name _____   Title _____

E-mail Address _____   Administrator Phone _____

☐ Please check here to indicate if the prior Plan Primary Contact will continue to require access to the Sponsor Web site. If no indication is made, access will be suspended.

The designation of PRIMARY CONTACT defines the individual's role as the person at your organization who is authorized to control the Voya Sponsor Web site's "Access Authorization" feature and make changes to "Mail Delivery Preferences" for your retirement plan. The Access Authorization feature will allow the Primary Contact to assign and control other individuals' access to the Voya Sponsor Web site. Additionally, the Primary Contact will determine and authenticate the specific permission of various functionalities and ability to view and/or update confidential customer information as indicated by the access selected, within the Web site for each authorized individual. The Primary Contact will be responsible for the individuals that he/she has authorized and the level of permissions assigned to each of those individuals.

The following chart illustrates the various permissions and associated functionalities.

Access Type	Permission	Functionality
Plan	Yes	User has ability to view plan level financials (assets, plan balance), usage reports, publications, forms and other plan related information as well as set/change mail delivery preferences.
Participant	Yes	User has ability to view all participants in a plan and their account information, including access to Voya's participant website. User also has access to view participant level reports, including actionable reports. These users will receive e-mail notification when actionable reports are generated. ☐ Check here to opt out of user e-mail notification when an actionable report is generated.
Payroll	Yes	User has the ability to submit contribution and other files for processing. User can also access payroll feedback file/reports. If applicable, with the Payroll Administration tool a user can also enroll eligible participants and update participant demographic data.
Administrative Rights	Yes	User has the ability to authorize and control access of other users to the Voya Plan Sponsor Web site.
Distribution Management	Approver	User has the ability to approve loan and/or withdrawal requests participants initiate online or through Customer Service. All participant loan and/or withdrawal requests must be approved online.
ERISA Services	Yes	User has the access to annual compliance information and packages, compliance test results and 5500 filings.
REA/EASE	Yes	User authorizes/controls access to the plan's REA/EASE account when applicable.

FIDUCIARY AUTHORIZED SIGNATURE *(Form will not be processed without Fiduciary signature.)*

I understand that as the Fiduciary, I am responsible for assigning, monitoring and periodically reviewing the appropriateness of the above functionality and permissions to access, approve and/or update highly confidential plan and participant information. In addition, I am responsible for all users established with the administrative rights by the Primary Contact. I certify that I am authorized to make these decisions and hereby authorize Voya to take the requested actions.

Fiduciary Name *(Please print.)* _____

Fiduciary Signature _____   Date *(mm/dd/yyyy)* _____