ONLINE ENROLLMENT & WEB ACCESS GUIDE

Chambersburg Area School District
403(b) Plan
Plan Features

The 403(b) program is designed to offer a broad range of quality mutual funds and annuities that provide an opportunity to build a diversified retirement plan portfolio. Program options may include:

- Online web enrollment, view account balances, monitor transaction history, and download administrative forms.
- Update personal information, perform transactions or request an exchange of dollars between mutual funds.
- Generate transaction approval certifications for loans, transfers, and distributions.

Participant Loans

If an employee meets certain requirements, the program offers the option to receive a loan from the Plan. Issuance of a new loan is contingent on receipt of information from current and prior investment providers. Loan requests that meet IRS requirements are generally approved within 3 business days from receipt of information required from investment providers. Please allow sufficient time for vendors to respond with required information. Loans must be repaid or the outstanding balance may become taxable upon default and future loans may be prohibited until repayment.

Note: Check with your investment provider to determine if loans are permitted from your vendor account.

Online Plan Access

Once you have enrolled in the Plan, you may view your account balances, modify your choice of investment providers, monitor contributions, and initiate investment transactions.

Pre-Tax Salary Deferrals: These contributions are withheld from your pay before federal income taxes are applied. The maximum amount you can contribute is computed on a calendar year basis and is established by the IRS from year-to-year. Information is posted to the Plan website when limits for the upcoming year are announced. For 2023, the limit on traditional deferrals is $22,500.00.

In addition to the standard deferral limits, employees who will have reached 50 years of age before the end of any calendar year are eligible to make an additional “catch-up” contribution. For 2023, the catch-up contribution limit is $7,500.00.

Rollovers: You may also rollover an eligible rollover distribution into the Chambersburg Area School District 403(b) Plan. Before you can complete an incoming rollover to this Plan, however, you must first receive an approval for the monies to be applied to your account. A PenServ representative will be able to assist you in this process.

Plan Enrollment

Once you enroll in the program, contributions are withheld from your wages and forwarded to the investment provider that holds the investments for your Plan. The following contributions may be applied to your account:

Plan Participation

Once you enroll in the program, contributions are withheld from your wages and forwarded to the investment provider that holds the investments for your Plan. The following contributions may be applied to your account:

Distributable Event

Participants who are eligible for a distribution from the Plan should complete an application and submit the form to the Plan Administrator for approval. Distributions that meet IRS requirements for payment are generally processed within 2 business days from receipt of an approved application in good order.

Contact for Further Information

PenServ Plan Services, Inc.
Website: http://www.penserv.com
Phone: (800) 849-4001
Fax: (803) 791-5925

Mailing Address: P.O. Box 3109 | West Columbia, SC | 29171
Email: 403bservice@penserv.com
Vendor Options

The 403(b) Plan is offered to Chambersburg Area School District employees as an opportunity to supplement their retirement program with salary deferrals contributed to a choice of annuity contracts or mutual fund products.

Enrolling in the 403(b) Plan is a two-step process for participants:

Step 1: You should review the list of available investment providers and select an active vendor from the list below. 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.

Step 2: Enroll in the Plan. Elect a salary deferral amount and designate your selected vendor using the enrollment steps provided in this document. Failure to establish a contract or custodial account with your selected vendor may prevent timely investment of your contributions.

The following investment providers have been approved to accept contributions for the plan. Contributions cannot be accepted by any other company.

<table>
<thead>
<tr>
<th>Investment Company Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PenServ on behalf of American Funds *</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Ameriprise Financial Services</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ASPire Financial Services, LLC Vendor Plan Number: 10477</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Corebridge Financial fka AIG Retirement Vendor Plan Number: 66807001000</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Equitable Vendor Plan Number: 723360-0001</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Horace Mann Insurance Co. Vendor Plan Number: M0121065101</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Vendor Options (continued)</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
</tbody>
</table>

### Investment Company Contact

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Kades-Margolis | Vendor Plan Number: 94  
Phone (800) 433-1828 ext. 4  
http://www.4kmc.com |
| Lincoln Financial Group | Vendor Plan Number: GP01913  
Phone (800) 454-6265  
http://www.lfg.com |
| Lincoln Investment Planning | Vendor Plan Number: 3993-1  
Chase Polly, The Tardosky Agency  
Phone (717) 263-3500  
chase@tardoskyagency.com  
Rachel Riedy, The Tardosky Agency  
Phone (717) 263-3500  
rachel@tardoskyagency.com  
Rich Tardosky, The Tardosky Agency  
Phone (717) 263-3500  
rich@tardoskyagency.com |
| Midland National Life Insurance Company | Vendor Plan Number: 8501165  
Phone (877) 586-0240  
https://www.midlandnational.com |
| P&A Group | Vendor Plan Number: 78810208  
Phone (716) 852-2611  
http://www.padmin.com |
| PlanMember Services |  
Alex Bacay, Patriot Financial Services/CUSO Financial Services L.P.  
Phone (717) 709-4991  
abacay@patriotfcu.org |
| Security Benefit | Vendor Plan Number: O17200  
Chase Polly, The Tardosky Agency  
Phone (717) 263-3500  
chase@tardoskyagency.com  
Rachel Riedy, The Tardosky Agency  
Phone (717) 263-3500  
rachel@tardoskyagency.com  
Rich Tardosky, The Tardosky Agency  
Phone (717) 263-3500  
rich@tardoskyagency.com |
| Voya Retirement Insurance and Annuity Company | Vendor Plan Number: VT1219  
Lee Harter, Orrstown  
Phone (717) 261-1576  
lharter@orrstown.com |

* **American Funds Special Instructions:**

Procedures for investing with this vendor will be provided after you enroll in the plan. Instructions directing you to the American Funds login page will be mailed or emailed using the contact information provided during the enrollment process.
Enrollment & Using the Plan Website

Welcome to the Chambersburg Area School District 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: cham1204

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 investments 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.
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.

**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.

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

**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.

**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.

**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.

**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.

**Logging Into Your Account After Enrollment**
Once you have saved your 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."

**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.

**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