

<CLIENT NAME>
C/O BNY MELLON ASSET SVC
P O BOX 569
PITTSBURGH, PA 15230

Statement Date: xx/xx/2014

JOHN Q CUSTOMER
123 MAIN STREET
ANY STATE, PA 11111

Plan Name: <PLAN NAME> (will match checks/advices)
Pay Group: <xxxxxM>
Participant Website: BNYM.ACCESSMYRETIREMENT.COM

Participant Website New User Letter

<PLAN NAME> has established a website that allows you access to your pension information online.

The website address to access this information is: BNYM.ACCESSMYRETIREMENT.COM

This website will offer you access to services including some or all of the following:

- Copies of direct deposit or check statements
- Copies of your tax form
- Copies of cashed checks
- Status of payments issued to you
- Requesting an outstanding check be reissued
- Update capability for your mailing address, tax elections and direct deposit information
- Ability to suppress hard copy mailing of direct deposit advices and tax forms

When logging into the website to access your account for the first time, you will be asked to agree to the Terms of Use for the website. If you do not agree to the Terms of Use, you will not be allowed to register nor will you be granted access to the website.

If you agree, you will be allowed to continue with the registration process and the creation of a User ID, Password and Security Questions. In order to complete the registration process, you will be required to confirm the 15 character Account Number field shown on your pay statement. The Account Number information is located in the middle of the statement on the left-hand side next to the date.

In agreeing to use the website, you are advised of the following:

- Any instructions, choices or requests you make through the website will be considered your written permission to BNY Mellon and your company to take the actions you have directed or requested.
- You are responsible for reviewing any confirmation statements provided to you (either electronically or on paper) regarding any instructions, choices, or requests you have made through the website. You are responsible for reviewing the information for inaccuracies. If there are inaccuracies, you are responsible for correcting them by using the website or by contacting BNY Mellon or your company.
- You are responsible for safeguarding your Password and Security Answers. If you share your Password and Security Answers with others, they may access and effect changes to your personal information. Therefore, you should change your Password and Security Answers as you deem appropriate and should contact BNY Mellon or your company if you are concerned about the potential misuse of your Password and Security Answers.
- In the unlikely event that there is a discrepancy between the website or any information sent to you in paper, the information contained in the website will control.

For More Information

Participant Website: BNYM.ACCESSMYRETIREMENT.COM

Phone: 1-877-876-4975 Automated System

Toll free: 1-800-634-7936 Live Representative