



ONLINE ENROLLMENT & WEB ACCESS GUIDE



Mastery Charter Schools
403(b) Retirement Plan

403(b)

Enrollment & Using the Plan Website

Welcome to the Mastery Charter High School 403(b) Retirement Plan. Enrollment in the plan is easy. You simply need to follow the instructions prompted on the Plan's web page and select from the list of investments provided for your account. 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.

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 Designate your beneficiaries.

This designation can have important tax and legal effects. You should consult your tax advisor before naming a beneficiary for your account. Be certain a relationship is designated for each beneficiary. If this information is not provided, you may be required to complete an additional form.

Step 3 Deferral Elections

This window allows you to select the amount to contribute each pay period. Annual limitation information is also provided. Select "Change" from the Action drop down list to indicate you are entering a deferral amount. Enter the Pre-Tax Contribution amount to be applied to each paycheck.

Step 4 Select investments for your new contributions.

The investment election percentages 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 election percentages.

Step 5 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.

Enrollment & Using the Plan Website

Mastery Charter High School has engaged Dawn Wilson of eXcel-FRS, an investment professional experienced in the selection of investments for retirement programs and plan participants. He will be meeting with employees to assist in the design of a personal investment plan specific to your individual needs.

Dawn Wilson can be reached at:

Phone: (610) 354-0288 or

Email: dawn.wilson@frscapital.com

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: **mscs5668**

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.

Plan Participation Benefit & Options

Plan Features

The **Mastery Charter High School 403(b) Plan** is a program designed to offer a broad range of quality mutual funds that provide an opportunity to build a diversified retirement plan portfolio. Program options 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
- Rebalance the account on a specified schedule or upon request

Plan Participation

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

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 IRS from year-to-year. Information is posted to the Plan website when limits for the upcoming year are announced. For 2022, the limit on traditional deferrals is \$20,500. 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. This amount may also vary from year to year and the limit will be announced along with the maximum deferral limitations described above.

Roth Deferrals: Traditional salary deferral contributions are made on a pretax basis and are taxed when withdrawn. Contribution limits to a Roth 403(b) are the same as traditional pre-tax deferrals and can be combined with traditional deferrals to meet these limits.

Roth 403(b) contributions are made on an after-tax basis, but your contributions grow tax-deferred, and distributions are tax-free, provided the distribution occurs after a five-taxable-year period and the participant is at least 59 1/2, disabled or deceased when the distribution occurs.

Before electing a Roth deferral, you should discuss this option with a qualified tax professional to ensure you are making the best choice for your personal situation.

Mandatory Employee Contributions: If you are an Eligible Employee, these contributions, equal 5% of your compensation will be withheld from each paycheck on a pre-tax basis. An Eligible Employee is defined as any Employee hired after June 15, 2015 who was previously enrolled and vested in PSERS; or all new hires after August 01, 2016 whether or not they were participants in PSERS.

Employer Matching Contributions: These contributions, equal to 5% of the participant's compensation are mandatory Employer Contributions that will match the Mandatory Employee Contributions made for each Eligible Employee.

Rollovers: You may also rollover an eligible rollover distribution received from another employer's 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

Any employee can enroll in the Plan using a Security Code to access the online account. Any employee who meets the eligibility requirements may participate in the Plan. Salary Deferral information will be received into the payroll system within 3 business days following the date you complete the enrollment process.

For further information on the enrollment process, you may contact your Human Resource Department.

Participant Loans

The Plan allows an eligible participant to receive a loan from a 403(b) account. Loans must be repaid according to the repayment schedule provided when the loan is issued. The outstanding balance may become taxable if payments are not made on a timely basis. In addition, if you fail to meet the requirements of the loan agreement and your loan is defaulted, you may be prohibited from taking future loans from your account.

Online Plan Access

Once you have enrolled in the Plan, you can access your account balances, modify your investment elections, monitor contributions and initiate investment transactions.

Web Access: <http://www.penserv.com/login>

Plan Participation Benefit & Options

Distributable Events

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.

Contacts for Further Information

Plan Sponsor

Mastery Charter High School
Email: hr@masterycharter.org

Investment Advisor

Dawn Wilson
eXcel-FRS
Email: dawn.wilson@frscapital.com
Phone: (610) 354-0288

Investment Options

The following investments are available to your account:

Seq.No.	Fund Name	Fund Category	Quote Symbol	Percent to Invest
1	Vanguard Inflation-Protected Secs Inv	Inflation-Protected Bond	VIPSX	_____ %
2	American Century Government Bond Inv	Intermediate Government	CPTNX	_____ %
2	Prudential Guaranteed Income Fund 9	Stable Value	PRUDGIF1	_____ %
3	Allspring Core Plus Bond Fund Class Institutional	Intermediate Core-Plus Bond	WIPIX	_____ %
4	Federated Hermes Institutional High Yield Bond Fund Institutional Shares	High Yield Bond	FIHBX	_____ %
5	JPMorgan US Equity L	Large Blend	JMUEX	_____ %
6	Vanguard 500 Index Admiral	Large Blend	VFIAX	_____ %
7	Vanguard Total Stock Mkt Idx Adm	Large Blend	VTSAX	_____ %
8	BlackRock Equity Dividend Instl	Large Value	MADVX	_____ %
9	Vanguard Equity-Income Inv	Large Value	VEIPX	_____ %
10	Vanguard Target Retirement 2015 Inv	Target-Date 2015	VTXVX	_____ %
11	Vanguard Target Retirement 2020 Inv	Target-Date 2020	VTWNX	_____ %
12	Vanguard Target Retirement 2025 Inv	Target-Date 2025	VTTVX	_____ %
13	Vanguard Target Retirement 2030 Inv	Target-Date 2030	VTHRXX	_____ %
14	Vanguard Target Retirement 2035 Inv	Target-Date 2035	VTTHX	_____ %
15	Vanguard Target Retirement 2040 Inv	Target-Date 2040	VFORX	_____ %
16	Vanguard Target Retirement 2045 Inv	Target-Date 2045	VTIVX	_____ %
17	Vanguard Target Retirement 2050 Inv	Target-Date 2050	VFIFX	_____ %
18	Vanguard Target Retirement 2055 Inv	Target-Date 2055	VFFVX	_____ %
19	Vanguard Target Retirement Income Inv	Target-Date Retirement	VTINX	_____ %
20	T. Rowe Price Health Sciences	Health	PRHSX	_____ %
21	PGIM Jennison Growth Z	Large Growth	PJFZX	_____ %
22	Vanguard Mid Cap Index Admiral	Mid-Cap Blend	VIMAX	_____ %
23	PGIM Jennison Mid-Cap Growth Z	Mid-Cap Growth	PEGZX	_____ %
24	Vanguard Mid-Cap Growth Index Admiral	Mid-Cap Growth	VMGMX	_____ %
25	Virtus Ceredex Mid-Cap Value Equity I	Mid-Cap Value	SMVTX	_____ %

Investment Options

The following investments are available to your account:

Seq.No.	Fund Name	Fund Category	Quote Symbol	Percent to Invest
26	DWS RREEF Real Estate Securities S	Real Estate	RRREX	_____ %
27	MFS Utilities R4	Utilities	MMUJX	_____ %
28	American Funds New Perspective R5	World Large-Stock Growth	RNPFX	_____ %
29	PIMCO Commodity Real Ret Strat A	Commodities Broad Basket	PCRAX	_____ %
30	DFA Emerging Markets I	Diversified Emerging Mkts	DFEMX	_____ %
31	Vanguard Energy Inv	Equity Energy	VGENX	_____ %
32	Franklin Gold and Precious Metals Adv	Equity Precious Metals	FGADX	_____ %
33	Vanguard Total Intl Stock Index Admiral	Foreign Large Blend	VTIAX	_____ %
34	American Funds Europacific Growth R5	Foreign Large Growth	RERFX	_____ %
35	Virtus NFJ International Value Fund Class A	Foreign Large Value	AFJAX	_____ %
36	Templeton Global Bond Adv	Nontraditional Bond	TGBAX	_____ %
37	Vanguard Small Cap Index Adm	Small Blend	VSMAX	_____ %
38	Janus Henderson Triton I	Small Growth	JSMGX	_____ %
39	Victory Sycamore Small Company Opp I	Small Value	VSOIX	_____ %
TOTAL				100 %

For assistance in selecting investments for your Plan, please contact the investment professional chosen by Mastery Charter High School:

Dawn Wilson | eXcel-FRS | Email: dawn.wilson@frscapital.com
 Phone (610) 354-0288

Enrollment Information Worksheet

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 established your user name when you logon to the website. This information should remain confidential as it permits access to your account.

Password

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

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.

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.

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.

Beneficiary Information

Your beneficiary information is important in determining the payment of your account should you die before your account has been distributed. If you are married, your spouse must be named as your beneficiary unless your spouse authorizes an alternative. If you do not name a beneficiary and you are married, the law requires automatic distribution to your spouse.

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 election, simply logon to the website and enter the new information.

Investment Selections

Arrange a meeting with your Investment Advisor to discuss the proper investments for your retirement account. Once the investments are selected, you should access the Plan Website where you will be able to enter the appropriate investment percentages.

Investment Advisor, Dawn Wilson

Email: dawn.wilson@frscapital.com

Phone: (610) 354-0288

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.

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 election on the Login Screen. You will no longer be able to enter as a "First-Time User".

Assistance

For further assistance, please contact a PenServ Participant Services Representative at: 800.849.4001 (8:00 am - 5:00 pm ET)