

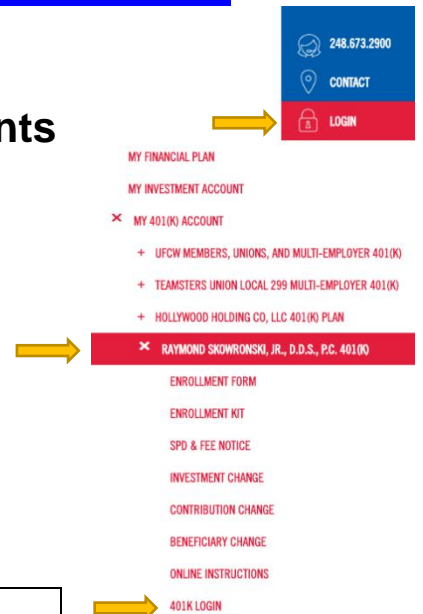


Raymond Skowronski DDS 401(k) Plan

Access Your 401(k) Online @ www.FFH401k.com

Instructions for Downloading Forms and Documents

- Click on **Login** at the upper right of website
- Select **+My 401(k) Account** and click on your plan
- Choose the form or document you need. A copy will download to your computer.



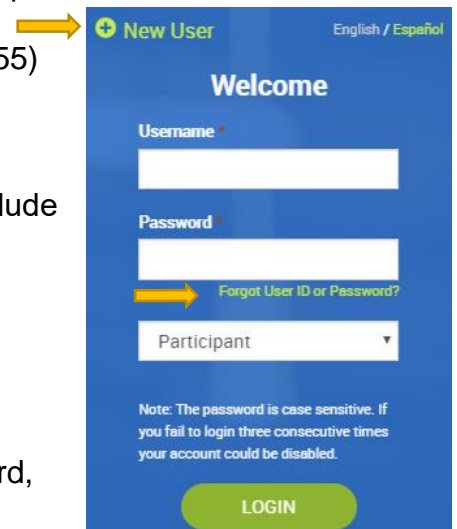
View Your 401(k) Account Online

- Select **401(k) Login** at the bottom of the list. This will open the login screen for the 401(k) portal.

Quarterly statements are posted in your online account
If you'd prefer to have paper statements mailed to you, update your account settings or contact us for assistance.

Set Up Your Username and Password

- The first time you log in, select **+ New User** and follow the prompts.
 - The **Plan Code = SKOW4KCP**
 - Enter your SSN with no spaces or dashes (ex. 333445555)
- The Username you set up must be between 6-30 characters (letters, numbers or special characters) and is case sensitive.
- Your Password must be between 8-20 characters and can't include a portion of your User ID.
- Use of special characters is limited to **! @ # \$ ^ "**



Forgot Your Username or Password??

- If you've logged in before but forgot your Username or Password, click on **Forgot User ID or Password** and follow the prompts.
 - Your email must be in the system for this feature to work.