



ACCESS YOUR ACCOUNT ANYTIME, ANYWHERE

Re: Retirement Plan Account Access
Plan Name: Strategic Outsourcing, Inc.

Dear Participant:

At Transamerica Retirement Services, we're committed to making investing in your employer's retirement plan as effortless as possible. Through our Web site and our Interactive Voice Response (IVR) system, you have access to your account anytime, anywhere, 24 hours a day. You will be able to access your account balance, investment allocations, fund information, and more.

TO ACCESS YOUR ACCOUNT ONLINE, REGISTER AT:



www.TA-Retirement.com

Step 1: Click [First time user? Register here](#). Then just follow the instructions to register for online access.

TO ACCESS YOUR ACCOUNT BY PHONE:



1-800-401-TRAN (8726)
PIN:

Step 1: Enter your 9 digit Social Security Number followed by the pound sign (#).

Step 2: Enter your 4 digit PIN (Personal Identification number) followed by the pound sign (#). Your PIN is noted above. Then simply follow the system prompts (touchtone phone required for this service).

We are committed to providing you with the prompt and personalized service you deserve. For further assistance or inquires regarding this notice, please contact a Participant Specialist at 1-800-401-TRAN (8726), 8 AM to 8 PM, Eastern Time, Monday through Friday.

Sincerely,

Transamerica Retirement Services