ANNOUNCEMENT

NEW MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS, INC.
CLIENT LOGIN SITE

MidAmerica Administrative & Retirement Solutions, Inc. would like to make you aware of a new 403b TPA Client Login File Exchange website within the existing MidAmerica Administrative & Retirement Solutions, Inc. website (http://www.midamerica.biz/).

With this new section of the existing MidAmerica website, you can login to an account designated for your plan. In addition, the new site offers increased functionality which will add value and convenience to our services. Some of the expanded features will be the ability to upload and download files to and from MidAmerica. Also, you can add multiple logins to your plan and set access rights according to the login. That way, you could grant your administrators full access while limiting it for your other staff. Also, if necessary or requested, we can remove previously uploaded files from your account. Plus, the new website will be a dynamic one. We plan to expand upon its functionality in order to respond to our clients' changing needs.

In order to login, you will need to enter the Username which MidAmerica will assign and provide to you under separate cover. For your password, you will use the one currently being utilized for the SRA reports sent to you each Friday. At some point in the future, you will be prompted to change your password to a more secure and customized one.

Please be aware that effective *March 4, 2011*, we will be utilizing this secure file exchange site for uploading salary reduction change reports to you each week on Friday. Currently, we are sending this report to you via email.

You may access this new site and login to it by doing the following:
- Please go to www.midamerica.biz
- Click on Employers
- Select 403(b) TPA Services
- Click on Client Login To File Exchange

On the following pages, we have included screen prints of the new site giving you a better picture of what to expect.

We look forward to serving you and if you have any questions or need more information, please call Paul Galbraith in our office at 866-873-4240 ext 117.
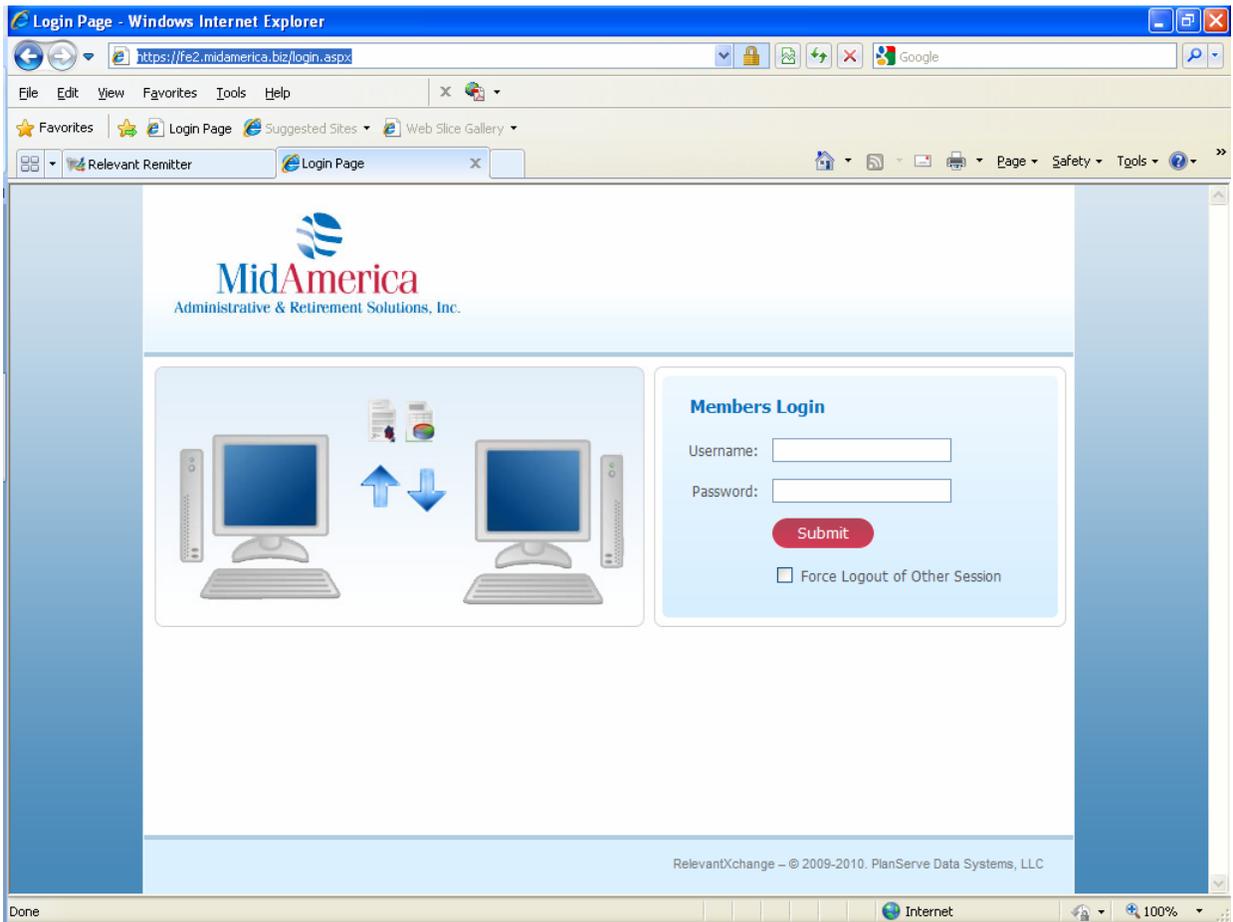
After clicking on the 403b TPA Client Login link on the MidAmerica website (http://www.midamerica.biz/), you will be directed to this page which is the login screen.

Please be aware that with this new website, we wish to promote additional security regarding your account. As a result, you may be prompted in the near future to change your password. When this happens, it will require you to choose a strong password which has not been used previously and includes a combination of numbers, letters, and special characters.

Also, one reason why the new site allows additional logins is so each account is only assigned and used by one person. If you need additional logins established, please let us know.
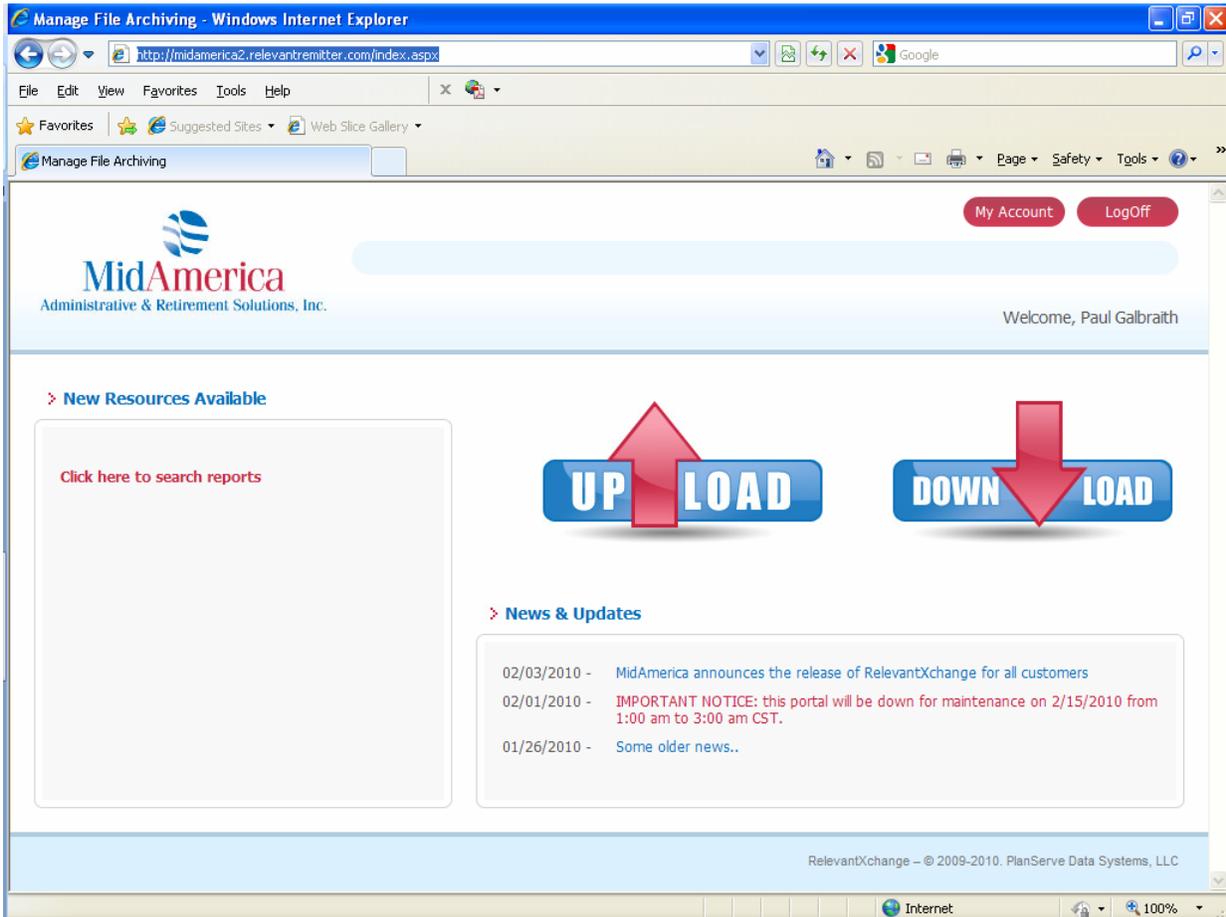
This is the Main Menu. In the New Resources Available section, you will find links which will connect you to helpful resources and data

In the News & Updates section, you will find announcements and the latest news from MidAmerica regarding your plan.

To send a file to MidAmerica, click on the Upload link and follow the directions on the next screen print

To obtain a file from MidAmerica, click on the Download link and follow the directions on the screen print following Upload Reports.

Please note that if you ever wish to return to this screen, just click on the MidAmerica logo in the upper left corner.

UPLOAD REPORTS

To send (upload a file to MidAmerica), first choose your plan in the first drop down field (if you have access to multiple 403b plans administered by MidAmerica). Otherwise, your plan name will automatically populate here.

In the 2nd drop down field, choose the type of report you are uploading (payroll contribution, SRA, census).

You can specify the subject or other pertinent information in the 3rd field

Input the applicable dates your file relates to in the 4th field. For example, if you are uploading the February 1 to 15, 2011 payroll file, you would input the dates 02/01/2011 to 02/15/2011.

Browse to attach your file and click Upload to send it.

If you wish to return to the Main Menu, just hit the MidAmerica logo in the upper left corner.

DOWNLOAD REPORTS
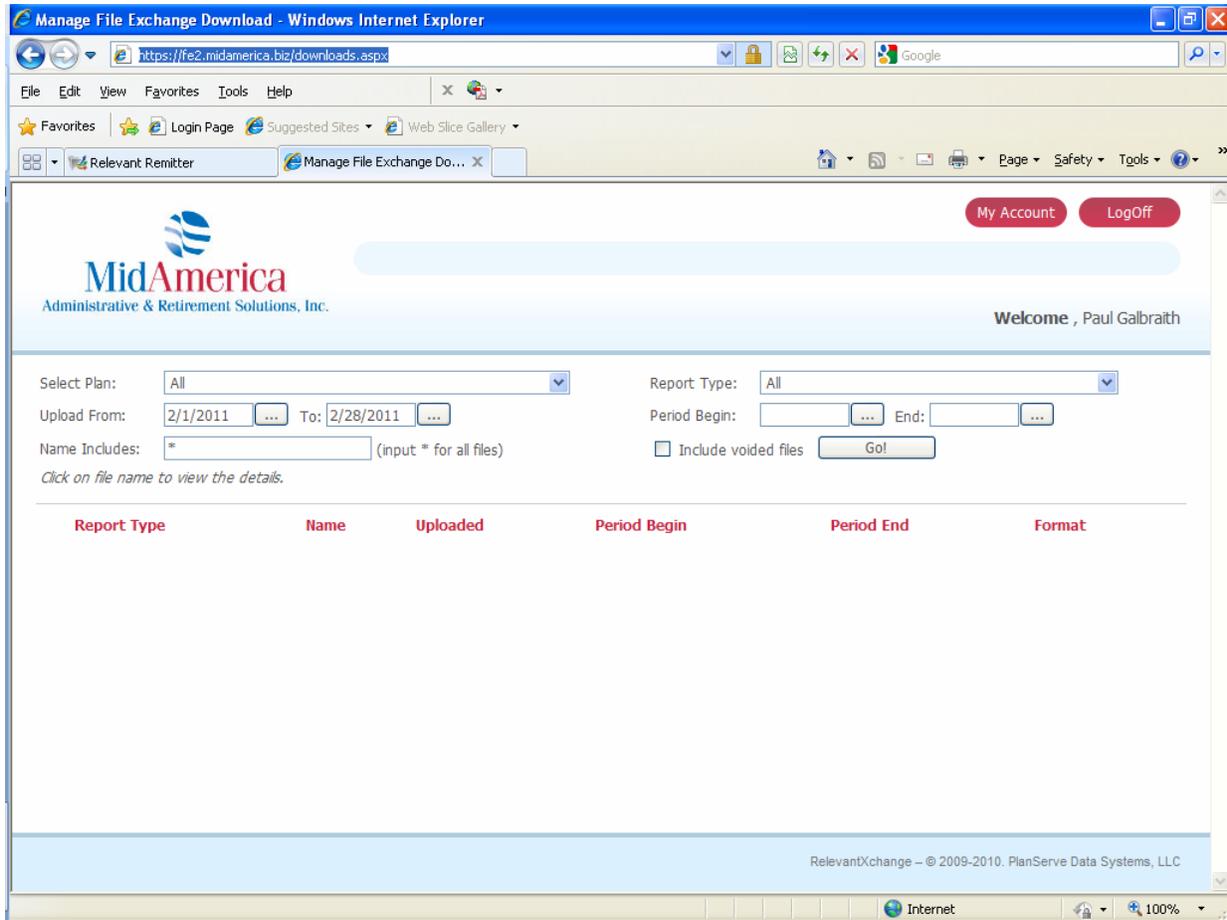
To obtain a file from your account which MidAmerica uploaded, first select your plan in the Select Plan field. Again, this will automatically populate unless MidAmerica services multiple 403b plans with your company.

In the Report Type field, specify the type of file you wish to download (SRA Report, for example).

In the Upload From & To fields, you will specify the date(s) corresponding to when MidAmerica uploaded the file to you.

If there is a particular file name you wish to download, input the file name in the Name Includes field. If you wish to see all files of that type, input an * in this field.

In the Period Begin & End Date fields, choose the payroll date range relating to the file MidAmerica uploaded. Please be aware that these two fields are optional. Then, click Go! to obtain your file(s).

If you wish to return to the Main Menu, just hit the MidAmerica logo in the upper left corner.