

Quick guide to your online account



The system was improved with you in mind. You can enjoy the same features you're used to, but in a simpler, more intuitive way.

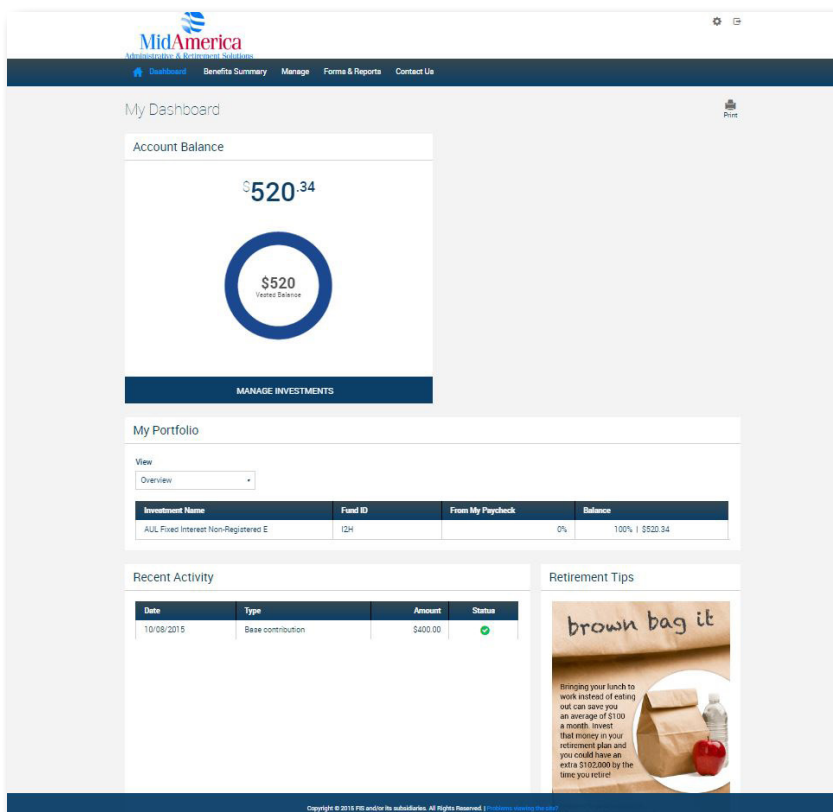
Logging in

You will log in the same way you always have with your same username and password. To access the login area, simply go to www.midamerica.biz. Enter your login credentials and select [Log in as Participant](#).



Understanding your Dashboard

Once logged in, your landing page is now referred to as your [Dashboard](#).



Dashboard features:

Account Balance Snapshot

When you log in, you'll immediately see your account balance and how your funds are invested.

My Portfolio

Shows your balance by source and investment.

Recent Activity

Snapshot of your recent transactions.

Where did my personal information go?

You can now access your personal information under [Settings](#). Learn more about the [Settings](#) feature on the next page!

Navigation Quick Tips

Outlining how to find your most-used functions from the top tool bar.



Navigate back to your homepage by selecting [Dashboard](#).



Find forms by selecting [Forms & Reports](#) then [Forms](#). Make sure to expand the row to reveal your forms.



Access investment information by selecting [Manage](#) then [Manage Investments](#).



Need help? Contact us by selecting [Contact Us](#).



Access withdrawal information by selecting [Loans & Withdrawals](#). This function is only made available to those plans permitting loans and transactions.



Update your personal profile by selecting [Settings](#), then [Personal Profile](#).

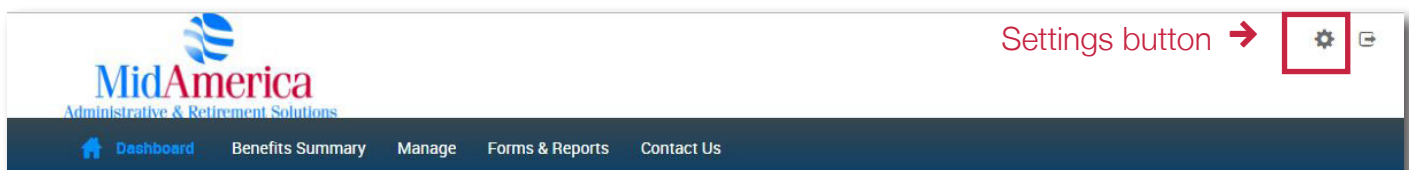


Have multiple plan types? Change the plan you're viewing by selecting [Benefits Summary](#).



If you have a Flexible Spending Account (FSA), view claim history by selecting [Payment History](#), then [Payments](#). If you do not have an FSA, this option will not be available.

Managing your personal information



Under [Settings](#) you can:

- Update personal profile information
- Manage beneficiaries and dependents
- Update your password

