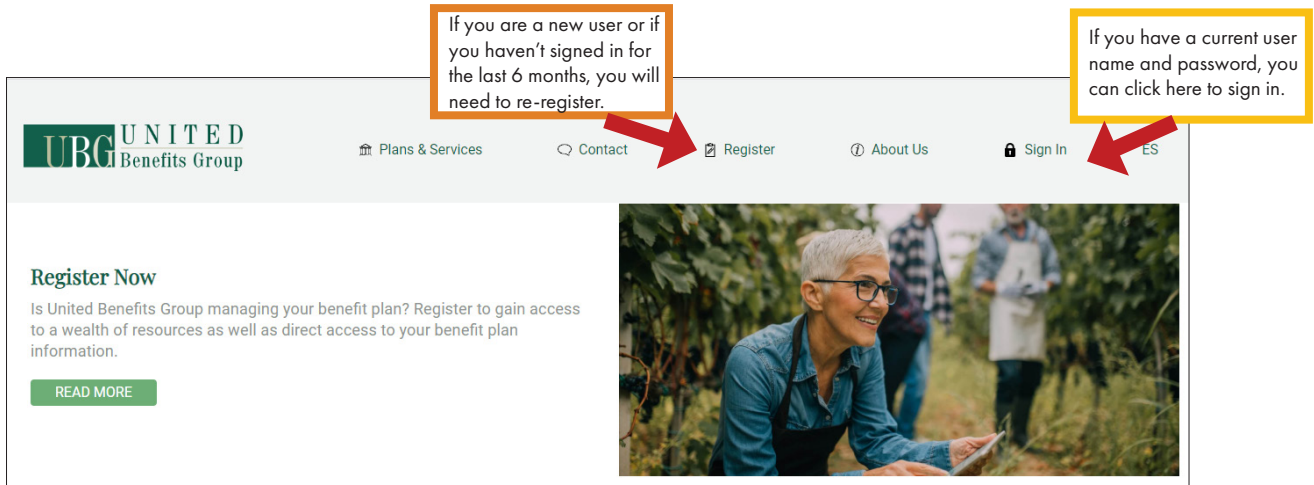


United Benefits Group | Co-op Retirement Plan

Instructions to Set Up and Sign In to your UBG Account

In your web browser, type in www.ubgretire.com. You should see a screen like the one below.



A screenshot of the sign-in form. It features the UBG logo at the top, followed by a warning icon and the text 'Enter your username with all lowercase characters'. Below this are input fields for 'Username' and 'Password', a 'Forgot your password?' link, and a green 'Sign in' button.

RETURNING USERS

If you have already registered, you can log into your account by clicking on "Sign In" at the top menu. You will be directed to a Sign In screen as shown on the left.

FIRST TIME USERS MUST REGISTER

Select the "Register" link at the top menu. And complete the form, that looks like the screen shown on the right, to register. **NOTE: The Username should not have any spaces in it and the password should be 12 characters long with at least 1 capital letter and one number. When filling in DOB, you must click on the calendar icon to insert the information.**

**If you are a new user or if you haven't signed in for the last 6 months, you will need to re-register. If you forgot that you had previously signed up, you will receive a pop-up stating you already have an account. In this case, you will need to select the "Forgot Password" and/or "Forgot username."*

A screenshot of the registration form titled 'Get Started with Your UBG Account'. It includes fields for 'Plan ID*' (with a dropdown menu), 'Social Security Number*' (with a 'Social security number' label), 'Date of Birth*' (with a calendar icon), 'Email Address*', 'User name (Must be all lowercase)*' (with a 'shh@ent' example), 'Password*', and 'Retype Password*'. A 'Register' button is at the bottom right.

YOU NOW HAVE AN UBG ACCOUNT

When your account is set up, you will have access to your personal information including your contributions, average wage base and retirement calculations. In addition, you will have access to all the videos and webinars as well as forms. We highly recommend you submit any change forms to Chelsea Hake or Julie Harrison at the CVA Beloit, KS office to ensure your CVA personnel file contains accurate information.

Questions? Contact Chelsea Hake at 785.738.0718 or Julie Harrison at 785.738.0763.