

## HOW TO ACCESS YOUR CENSUS AND REQUIRED INFORMATION FORMS ON THE PLAN SPONSOR WEBSITE

Please contact a participant services representative at 1-866-239-1042 if you need assistance.



2. Select "401k Participant"

<b>Y</b> https://www.trustok.com/login/ <b>Trust Company OH×</b>	• ≜ ¢    Search	
Trust Company Oklahoma	ABOUT US SERVICES PROFESSIONAL TEAM CONTACT US LOGIN Q	
INVESTMENT ACCOUNT,	401K	
IRA, TRUST	PARTICIPANT	
LOG IN	LOG IN	

**3.** Log in using your plan sponsor credentials. Be sure to select "Sponsor" in the bottom selection box. If you are asked to enter a one-time pin, this will be e-mailed to you.



4. Select "Forms & Reports," then "Forms"



5. Select "View Forms"



**6.** Scroll through your list of forms and click on the file name to open the file. You will have two files that you need to review/complete: the **Census Form** and the **Required Information Form**.

Form Name	Form Group	Employer	Created	Last Viewed	From	То	Delete
2017 CENSUS FORM	Annual Census Request	Trust Company of Oklahoma Demo Plan	06/11/2018	06/11/2018	01/01/2017	12/31/2017	Delete
2017 REQUIRED INFORM	Annual Census Request	Trust Company of Oklahoma Demo Plan	06/11/2018	06/11/2018			

**7.** It is possible that you will get a pop-up prompt at the top or bottom of your screen. If so, select "Open" to open the file, then you may save it to your computer.

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	Do you want to open or save DYNAMICCENSUSREPORT-TC0120816_5641_20180611_121444_001.xls (12.0 KB) from benefitwebaccess.com?						
	Open Save 🔻 C	ancel					