How to Change the Plan Sponsor Password

Our Retirement Center provides secure access to retirement plan related documents. When your account is established, a password is set up. If you need to change your password, use the following process:

Go to <u>www.portal.kravitzinc.com</u>. Enter your email address and current password. Click Login.

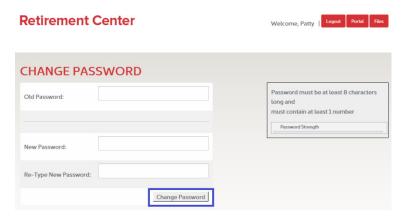
Retirement Cent	er		New Participants: Enroll Now
	Welcome! Plea	ase Login Here	
	Email Address		
	Password		
	☐ Remember me	Forget your password?	
	New Participa	ints: ENROLL HERE	
		gging in? Call Retirement rt at (888) 761-1055	

Click on Change Password next to Upload File.

Retirement Center

Retirement Senter	wetcome, ratty
AAA	Upload File Change Password
AAA Professional Group, Inc. Cash Balance Pension Plan Data	n
Dec 24, 2015 0004-DCW-12-31-2015.xlsx Request for information needed to complete annual compliance serv	vices and calculation of contributions.

Enter your current password and then your new password. Confirm your password and click Change Password to update your account.



Once the password has been changed, a confirmation will display in the upper left corner of the screen.

Retirement Center





Click on one of the options, Logout, Portal or Files, in the upper right hand corner to navigate from the Change Password view.

Retirement Center Welcome, Han Logout Portal Files Changed password successfully CHANGE PASSWORD