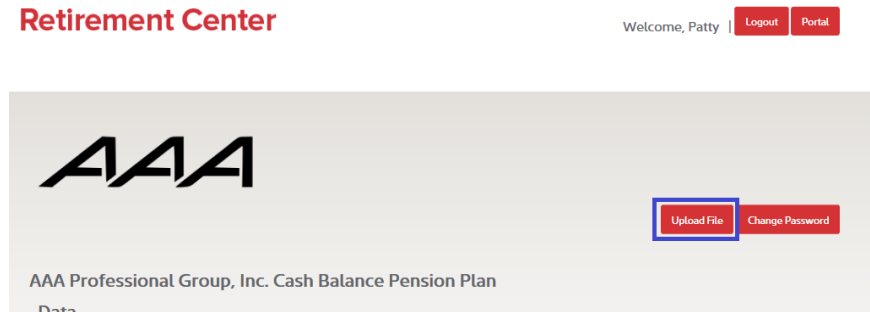


How to Download or Upload Documents

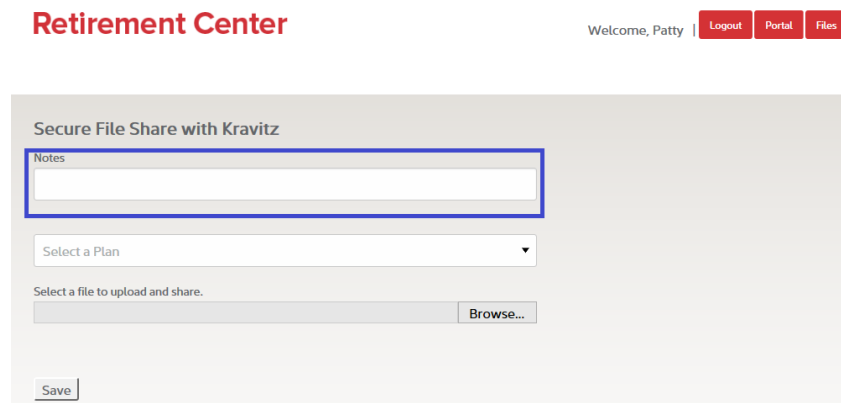
Kravitz is pleased to provide you with access to our secure document exchange portal, the Retirement Center. Uploading or downloading files is just a few clicks away.

Uploading a Document to Kravitz

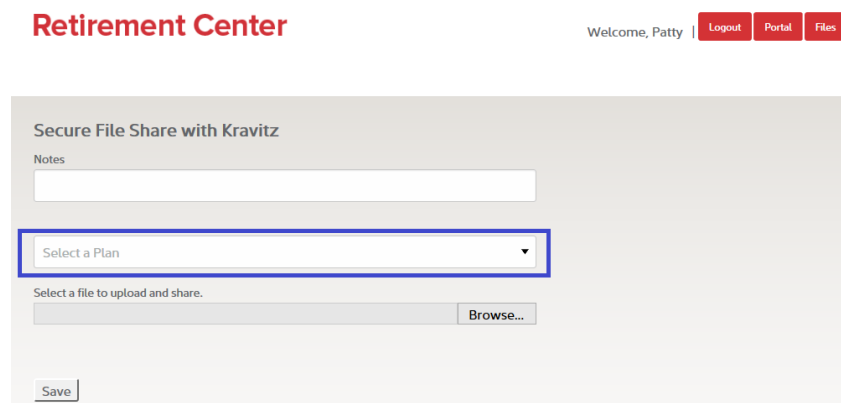
On the Plan Sponsor page, click Upload File in upper right corner of the screen.



From the document upload page, enter a brief description of the file (if needed).



Select the plan associated with the document by clicking on the down arrow next to the Select a Plan field.



Click browse to navigate to the document on your computer.

Secure File Share with Kravitz

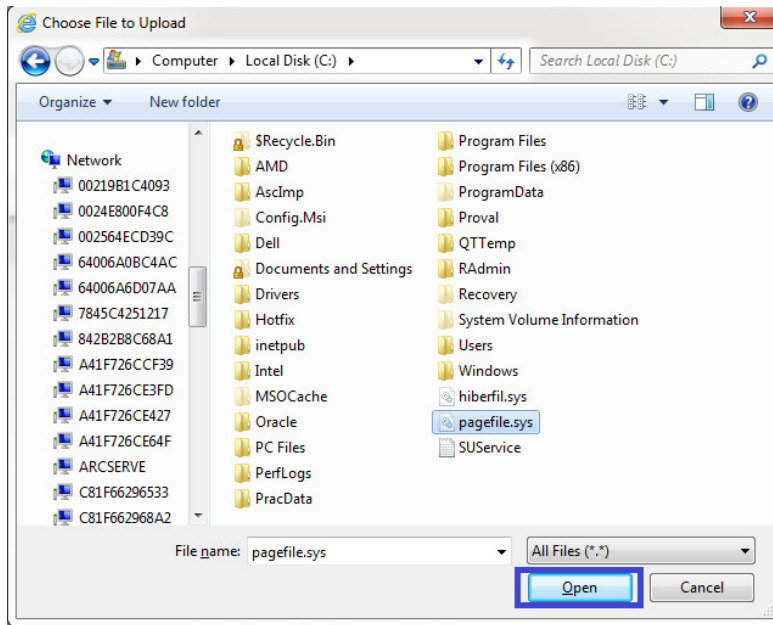
Notes

Retirement Plan information

AAA Professional Group, Inc. Cash Balance Pension Plan

Select a file to upload and share.

Select the document and click Open.



Click Save upload the document to the Retirement Center.

Retirement Center

Secure File Share with Kravitz

Notes

Retirement Plan information

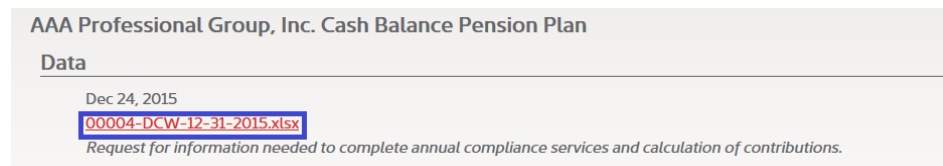
AAA Professional Group, Inc. Cash Balance Pension Plan

Select a file to upload and share.

Once the file has been saved, the screen will return to the Plan Sponsor page.

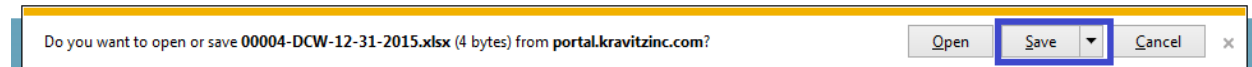
Downloading a Document from Kravitz

On the Plan Sponsor page, click the filename (red hyperlink) you wish to download.

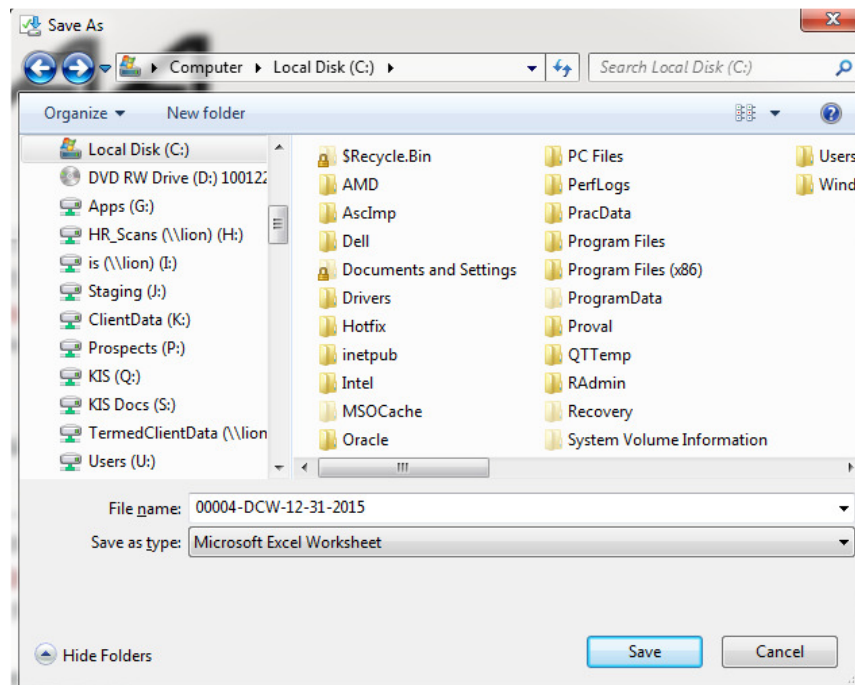


At the bottom of the page, a box will display prompting you to Open, Save or Cancel.

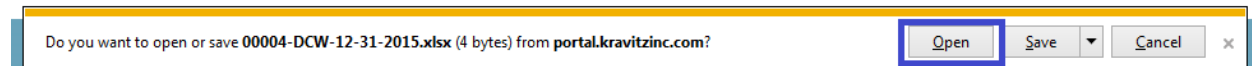
Click the arrow next to Save and choose Save As to save the document to your computer system.



A window will display allowing you to choose the location to save the document on your computer system.



If you wish to immediately view the document, click on Open and the document will display.



At this point, the document can be saved to your computer system.