

Plan Sponsor Account Set Up

Kravitz is pleased to provide you with access to our secure document exchange portal, the Retirement Center. Plan sponsors and other authorized contacts are provided with individual access to retirement plan records through our Retirement Center. When a plan contact has been authorized to access plan related documents, they will receive the following Welcome Email from retirementcenter@kravitzinc.com:

Welcome to the Retirement Center
retirementcenter to: innovationideas

02/04/2016 07:31 PM
[Show Details](#)

Welcome to the Retirement Center!

An account has been established for you to access our Plan Sponsor Portal. Through this secure portal, we will exchange retirement plan related documents and information including the annual tax filings and other compliance reports.

You will need to set up a password and security question before accessing your account.

To begin the set up process, click on the link below.

[Setup your account](#)

(Please note! This link will only work once and will expire two weeks from the date of this email.)

By clicking "Access the Portal" you can finalize your account set up. The Retirement Center website, <https://portal.kravitzinc.com>, will open and ask you to choose a password and security question. This password must be 8 characters long and contain at least 1 number.

Retirement Center

Welcome, Patty | [Logout](#) [Portal](#) [Files](#)

Please set your new password.

Password

Confirm Password

Security Question
Select a security question

Security Answer

[Submit](#)

Password must be at least 8 characters long and must contain at least 1 number

Password Strength

After you submit your password and security question, a confirmation page will display, including a link to a Sponsor Page where you can view plan related documents.

Retirement Center

Welcome, Han | [Logout](#) [Enroll](#) [Files](#)

Your password has been set.

[Go to Sponsor Page](#)

Your account is now active and you may now login to the Retirement Center, <https://portal.kravitzinc.com>, to access the Plan Sponsor document exchange portal.