

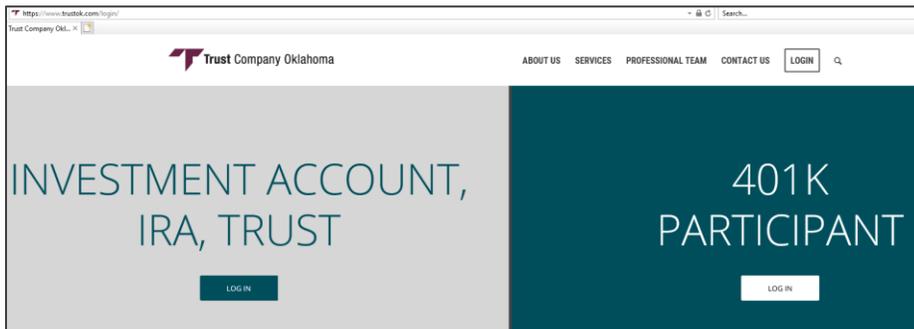
HOW TO UPLOAD YOUR COMPLETED CENSUS AND REQUIRED INFORMATION FORMS ON THE PLAN SPONSOR WEBSITE

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

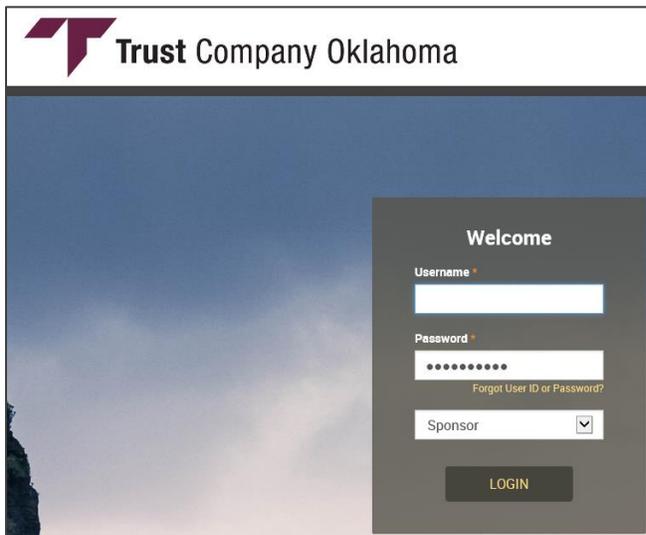
1. Go to www.TrustOk.com and click on LOGIN



2. Select "401k Participant"



3. Log in using your plan sponsor credentials. Be sure to select "Sponsor" in the bottom selection box.



4. Select “Payroll,” then “Upload File”



5. Click on “Data File,” then “Choose File.” This will open up a browser window to allow you to select the **Census Form** you wish to upload.

6. Include a short description of the file you are uploading in the text box. Click on “Upload.” You will repeat these steps to select and upload the Required Information Form.

A screenshot of the 'Upload File' page in the Trust Company Oklahoma system. The page has a white background with a dark brown header. The header contains the Trust Company Oklahoma logo, the user name 'Good Afternoon, Debi J Combs', and the last login time 'Last Login: May 03, 2018 4:03 PM EST'. Below the header is a navigation bar with 'Dashboard', 'EE Search', 'Manage', 'Plan', 'Forms & Reports', and 'Payroll'. The main content area is titled 'Upload File' and contains instructions: 'Please remove any passwords from your file before you upload.' and 'Select 'Data File' then press 'Choose File'. This will allow you to select the file from your computer. Please include a short description of the file in the box below. If you are uploading a payroll file, please include the paydate and amount.' Below the instructions are two columns of options. The left column has a radio button for 'Data Entry Routine File' and a 'File Name' field with a 'CHOOSE FILE' button. The right column has a radio button for 'Data File' and a 'File Name' field with a 'CHOOSE FILE' button. Below the 'Data File' column is a 'Plan Year End Date' field with the value '12/31/2018'. At the bottom of the page, there are two text input boxes for providing a short description of the file. A large purple arrow points down to the 'Data File' radio button in the right column. Another purple arrow points left to the text input box at the bottom right.