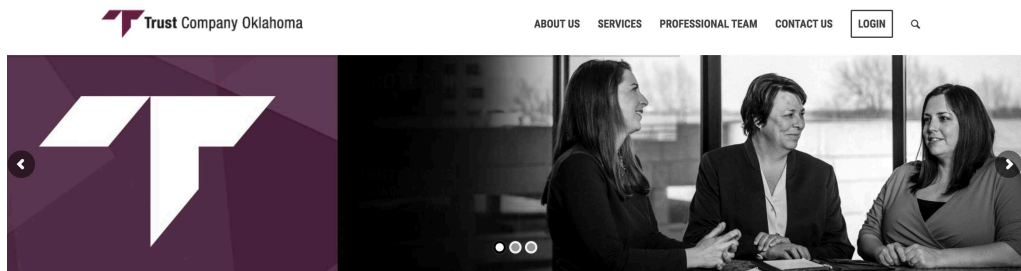


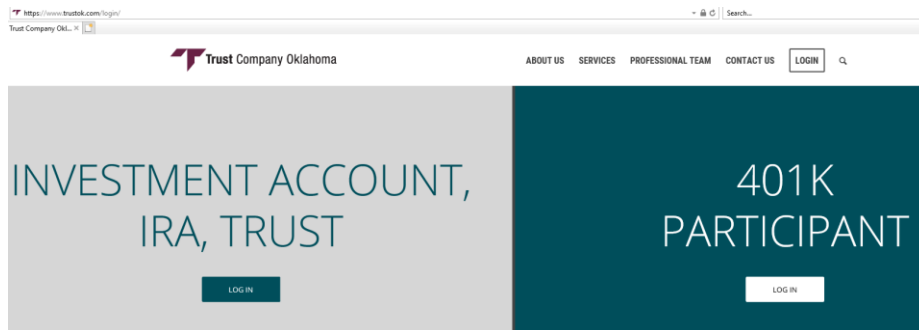
HOW TO UPLOAD YOUR COMPLETED CENSUS AND REQUIRED INFORMATION FORMS ON THE PLAN SPONSOR WEBSITE

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

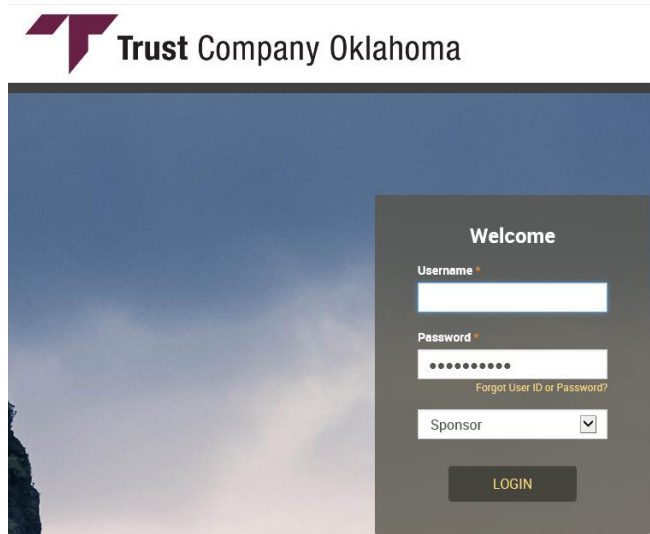
1. Go to www.TrustOk.com and click on LOGIN



2. Select “401k Participant”



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



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.

Dashboard EE Search Manage Plan Forms & Reports Payroll Plan Selection

Upload File

Please remove any passwords from your file before you upload.

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.

File types accepted are: CSV, DOC, DOCX, PDF, TXT, XLS AND XLSX

If you have any questions, please do not hesitate to contact your Relationship Manager at 918-744-0553.

Data File

File Name No File Chosen

Plan Year End Date
12/31/2021

If you are uploading a CONTRIBUTION file, please include the paydate and amount you wish us to ACH from your authorized bank account. If you are uploading any other type of file, please include a short description of the file in the box below.