

BENEFICIARY DESIGNATION



PURPOSE

This document contains step-by-step instructions to assist you in designating beneficiaries for Mister's Life and AD&D plans, Mister's 401(k) Retirement Plan, Mister's Employee Stock Purchase Plan and for the Employee Health Savings Account. You will be asked for your chosen beneficiary(s) social security number, date of birth, address, and relationship to you.

Note: Beneficiary designations should be reviewed regularly and updated when you experience a life event.

FOR ASSISTANCE AT ANY POINT DURING THIS PROCESS, CALL THE HR HELPLINE: 844-529-7392.

PROCEDURE TO DESIGNATE BENEFICIARY(S) THROUGH DAYFORCE FOR LIFE AND AD&D BENEFITS

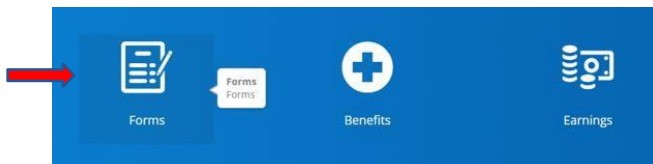
- 1) Log in to Dayforce ESS at <http://dayforcehcm.com>

Company = MCW

Username = 7-digit employee ID number

Password = The first time you log in,

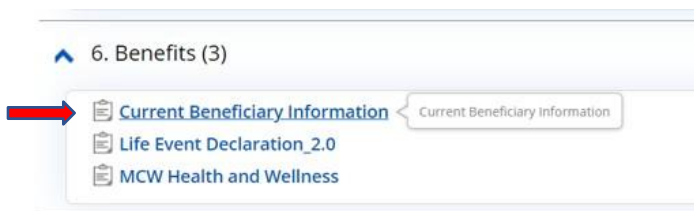
- 2) Click the "Forms" icon in the blue section at the top of the screen.



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- 3) Click "Current Beneficiary Information".



- 4) Click "Add" to add a beneficiary(s).

A screenshot of the "Current Beneficiary Information" form. The form has a title bar with a close button. Below the title, it says "Current Beneficiary(s)" and "Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available." There is a "+ Add" button with a red arrow pointing to it. Below this is a table with columns: Beneficiary, Relationship, Birth Date, and View/Edit. The table contains one row with the name "Test Test Test", relationship "Child", and birth date "12/1/2021". A "View/Edit" button is next to the row.

Beneficiary	Relationship	Birth Date	View/Edit
Test Test Test	Child	12/1/2021	View/Edit

- 5) After entering in your beneficiary(s), you can then assign them to each Life Benefit by clicking "Add Designation". You can remove beneficiary(s), by clicking "Remove Designation".

Current Designation

Below are the benefit options in which you can choose to designate a beneficiary. If you want to add a new beneficiary designation, select "Add Designation" and select the beneficiary you would like to designate a percentage. You must designate at least one Primary beneficiary. You may designate any percentage amount greater than 0.00% to each beneficiary, as long as the total for each beneficiary type equals 100%.

A screenshot of the "Employee Voluntary Life" form. The form has a title bar. Below the title, it says "Employee Voluntary Life". There are fields for "Coverage Date" (4/1/2021), "Effective Date" (7/1/2021), "Coverage Amount" (\$50,000.00), and "Beneficiary" (Test Test Test). Below these fields are two buttons: "Add Designation" and "Remove Designation", which are circled in red. Below the buttons is a table with columns: Beneficiary, Relationship, Birth Date, Type, and Percentage. The table contains one row with the name "Test Test Test", relationship "Child", birth date "12/1/2021", type "Primary", and percentage "100.00".

Beneficiary	Relationship	Birth Date	Type	Percentage
Test Test Test	Child	12/1/2021	Primary	100.00

- 6) Once you've completed making your designations click "submit" to save your designation.

A screenshot of the bottom of the form. There are four buttons: "Save Draft", "Submit", "Cancel", and "Print". A red arrow points to the "Submit" button.

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PROCEDURE TO DESIGNATE BENEFICIARIES FOR THE MISTER 401(K) PLAN

1. Log in to your 401(k) account at <http://Mercerwise.com>.



2. Enter in your "Username" and "Password".

Participant Login

Username

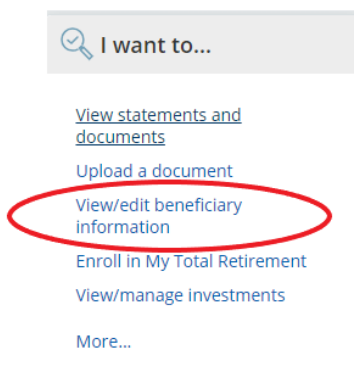
Password

[Login help?](#)

SIGN IN

REGISTER

3. Click "View/edit beneficiary information".



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4. Click “Confirm & Continue” or “Add Another Beneficiary”.

Add Another Beneficiary

Confirm & Continue

5. Click the beneficiary type “Contingent” or “Primary”.

 **Beneficiary type**

Contingent Primary


6. Click the beneficiary type.

An Individual


- Other
- Spouse
- Domestic Partner
- Child
- Sibling
- Grandchild
- Parent
- My Estate
- A Trust
- Other

7. Enter the required beneficiary information and click “Continue”.


Add a beneficiary

 **Beneficiary type**

Contingent Primary

 **My beneficiary is**

Child

 **Child**

FIRST MIDDLE LAST SUFFIX

DATE OF BIRTH MM/DD/YYYY SOCIAL SECURITY NUMBER PHONE NUMBER

☒ Use [my address](#) for this beneficiary.

Cancel Continue

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8. Once completed click “Confirm & Continue”.

PROCEDURE TO DESIGNATE BENEFICIARIES FOR MISTER ESPP

1. Log in to Etrade at <http://etrade.com> and enter in “User ID” and “Password”.

- Click the “person” icon at the top of the toolbar.



- Click “Account Preferences”.

My Profile

Personal Information

Account Preferences

Security Settings

- Scroll down to Account beneficiaries and click “Edit”.

Account beneficiaries

Edit

- Click “Add primary beneficiary” or “Add contingent beneficiary”

Manage beneficiaries

Account

INDIVIDUAL-4535

You may designate up to ten beneficiaries for your Individual account (this is the combined maximum for your primary and contingent beneficiaries). Primary beneficiaries receive Individual account assets upon your death.

Contingent beneficiaries receive assets if no primary beneficiary survives you.

When added up, the total percentage share must equal 100% for all primary beneficiaries and 100% for all contingent beneficiaries, if designated. [Learn more](#)

Marital status

Married

Primary beneficiary

Beneficiary	Percentage	
Not designated	-	Add primary beneficiary

Contingent beneficiary

Beneficiary	Percentage	
Not designated	-	Add contingent beneficiary

Confirm changes

[Back](#)

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- When you have completed adding your beneficiary(s), click “Confirm Changes”.

Manage beneficiaries

Account
INDIVIDUAL-4535

You may designate up to ten beneficiaries for your Individual account (this is the combined maximum for your primary and contingent beneficiaries). Primary beneficiaries receive Individual account assets upon your death. Contingent beneficiaries receive assets if no primary beneficiary survives you.

When added up, the total percentage share must equal 100% for all primary beneficiaries and 100% for all contingent beneficiaries, if designated. [Learn more](#)


Marital status
Married

Primary beneficiary

Beneficiary	Percentage	
Test Test	100%	Edit Remove
Total	100%	Add another beneficiary

Contingent beneficiary


Beneficiary	Percentage	
Not designated	-	Add contingent beneficiary

[Confirm changes](#) 

[Back](#)

- Click “Save” to save your designations.

You agree to hold harmless, indemnify, and defend E*TRADE, its affiliates, and their employees and agents from any claim, loss, or liability resulting from (a) any breach of any warranty or representation contained in this Agreement, (b) any action E*TRADE takes in connection with the registration, any re-registration in the name of the beneficiary(ies), and from any distribution thereafter to the beneficiary(ies) or for the benefit of the beneficiary(ies), made as requested or authorized under the Agreement, and (c) any finding that a transfer on death is invalid. E*TRADE may attach or debit the account of the TOD beneficiary(ies) to the extent necessary to enforce this indemnity.

[Save](#) 

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PROCEDURE TO DESIGNATE BENEFICIARIES FOR HEALTH SAVINGS ACCOUNT

- Log in to HSA Bank at www.hsabank.com/hsabank/Members



[Members](#) [Employers](#) [Partners](#) [Learning Center](#) [About](#) [Contact](#)

[OPEN AN HSA](#)

[LOGIN](#)



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2. Enter in your username and password.

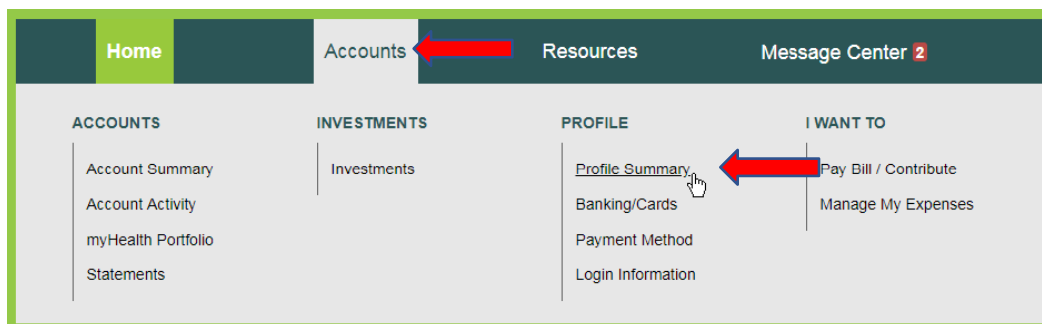
Existing User?

Username [Forgot Username?](#)

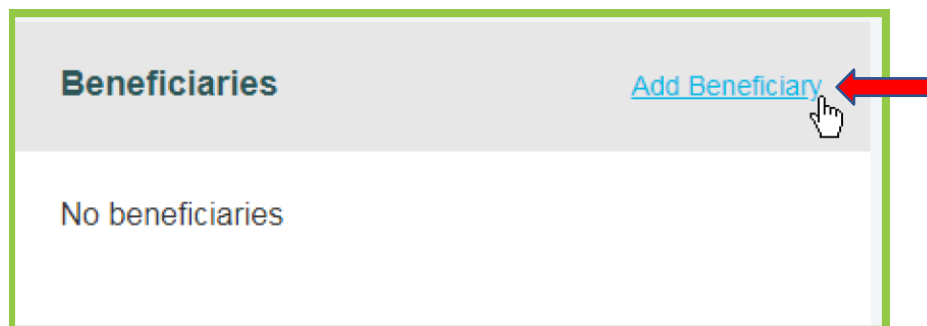
☐ Remember Me

[Next](#)

3. Select "Accounts" and then Profile Summary.



4. Select "Add Beneficiary".



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5. Enter in your beneficiary information and click “Submit”.

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Accounts' (highlighted in green), 'Resources', and 'Message Center 2'. Below the navigation bar is a header for 'Profile / Add Beneficiary'. The main content area is titled 'Beneficiary Information' with a '*Required' note. A paragraph explains that a beneficiary can be designated for a Health Savings Account (HSA) and that the designated beneficiary will receive HSA assets in the event of death. It also states that if married, the primary beneficiary must be the spouse, and changes require a notarized form with a spouse's signature.

The form fields are as follows:

- Name ***: Three input fields for 'First Name', 'MI' (Middle Initial), and 'Last Name'.
- SSN ***: Three input fields for the Social Security Number, separated by dashes.
- Birth Date ***: An input field for the date in 'mm/dd/yyyy' format, with a calendar icon.
- Address ***: Four input fields for 'Address Line 1', 'Address Line 2', 'City', and 'State' (a dropdown menu labeled 'Select a state...').
- Zip Code**: An input field for the zip code.
- Relationship ***: A dropdown menu labeled 'Select a relationship...'.
- Type ***: Two radio buttons, 'Primary' (selected) and 'Contingent'.

At the bottom of the form are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

By clicking Confirm & Continue, you agree to the [Beneficiary Designation Agreement](#)

[Add Another Beneficiary](#)

[Confirm & Continue](#)

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