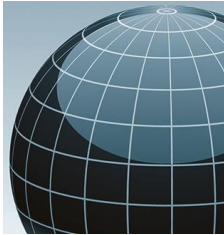Northern Trust

BENEFIT PAYMENT PARTICIPANT WEB PASSPORT®

Immediate and secure access to your benefit payment information

Northern Trust is pleased to welcome you to Benefit Payment Participant Web Passport®. This secure portlet provides immediate and secure access to your benefit payment information 24 hours a day, 7 days a week.

BENEFITS INCLUDE:

- **Real-Time** account information as well as historical tax statements

- **Instant** on-the-spot payment status (paid vs. outstanding)

- **Access** to payment history, images of paid checks, and the ability to stop payment instructions

- **Ability** to update Address, Tax and Electronic Deposit information (including an advice suppression option as applicable)

ENROLL TODAY:

Enroll today to begin using Northern Trust Benefit Payment Participant Web Passport®.
- Visit **northerntrust.com/bppweb**
- Follow prompt to register (you will see the link to register on the bottom right-hand of the screen)
- To complete the enrollment process and ensure your personal information is secure, you will be asked to provide the following information:
  — Full Name as it appears on your statement, check or advice
  — Zip Code where your Benefit Payment information is mailed
  — Social Security Number (for security purposes only)
  — **Payable Date of your most recent payment***
  — **Net Amount of your most recent payment***

  *You may need to provide your next pay cycle information if attempting to enroll within the last 1-2 weeks of the calendar month.

FOR MORE INFORMATION:

Please continue to contact the Benefit Payment Participant Service Center for general inquiries concerning your payment information at **866-252-5395**.

For assistance specifically related to enrollment or password resets please contact **888-259-6835.**

SYSTEM REQUIREMENTS FOR BENEFIT PAYMENT PARTICIPANT WEB PASSPORT

Operating System/ Web Browser
■ Microsoft® Windows® 7/IE10
■ Microsoft® Windows® 7/IE11
■ Microsoft® Windows® 7/Chrome 34 and above
■ Microsoft® Windows® 7/Safari 5 and above
■ Microsoft® Windows® 7/Firefox 28 and above
■ Mac OS/Safari

Please Note: Benefit Payment Participant Web Passport may not be optimized on all browsers listed.

Web Browser Setting
■ Secure Sockets Layer must be enabled.

Connectivity
Broadband Internet connection with a minimum speed of 1.0 mbps is required with 2.0 mbps recommended.

Desktop Requirements
■ Intel® Pentium® processor (or equivalent)
■ 1GB RAM is required
■ Minimum display resolution of 1280 x 1024 by 32-bit color

Software Requirements
■ Adobe Acrobat® Reader 5.0 or greater

Encryption
■ Application users initiating add/change transactions need browsers with 128-bit encryption. All others
must use a minimum of 40-bit encryption.
■ Non-U.S. users must adopt the maximum encryption allowable (128-bit vs. 40-bit) for their country of origin.

Plug-In/Operating System Add on
■ Passport requires Adobe® Acrobat® Reader 5.0 or greater. This plug-in can be downloaded free of charge from http://www.adobe.com.

*If content presentation or application functionality issues arise, resources to address those issues are assigned only as available.