Requesting and downloading reports

You can request reports online through the VIP Room for plan sponsors. It's easy to use – you can choose parameters for the data based on your needs, and save the reports for future reference.

To request reports, go to the Group Savings & Retirement VIP Room and log in with your User ID and password.

If you have access to more than one site and wish to only have one User ID, click *on the Manage my profile tab on the login screen.*

Need a User ID and password?
Call your Customer Service Representative at 1-800-242-1704 to obtain the necessary form.

From the main menu, select *Reports.*

Note: *The instructions provided by your Internet Authorized Signing Officer will allow us to provide you with the appropriate access.*

You can obtain a variety of reports:

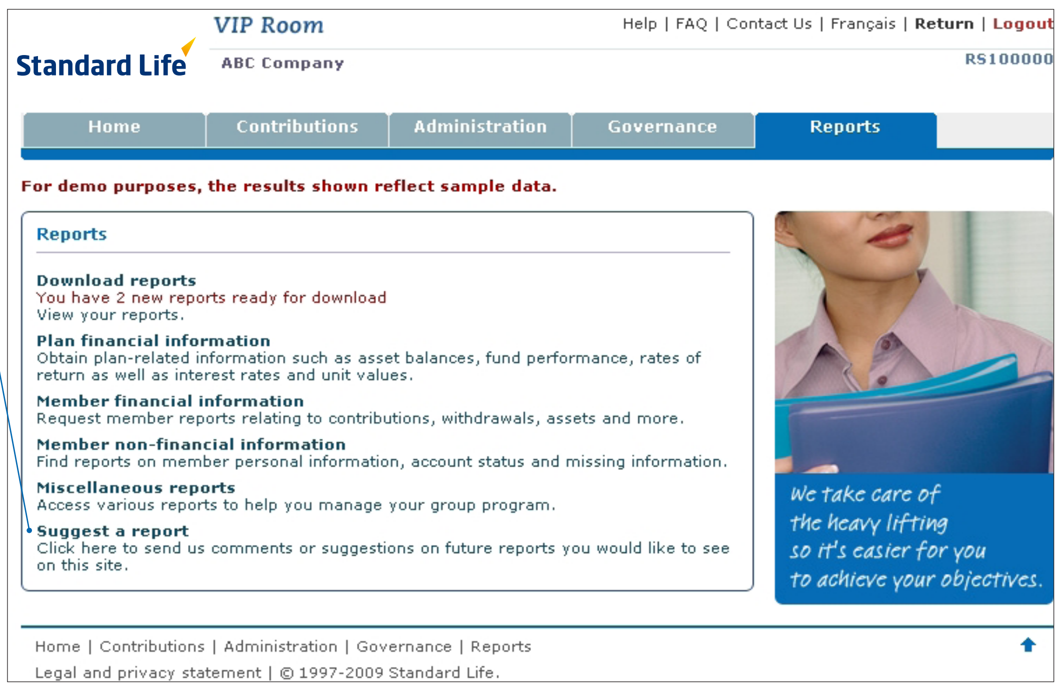
Plan financial
- Asset balance (by fund and account)
- Fund performance (by plan and subgroup)
- Rates of return (by plan and account)
- Interest rates & unit values

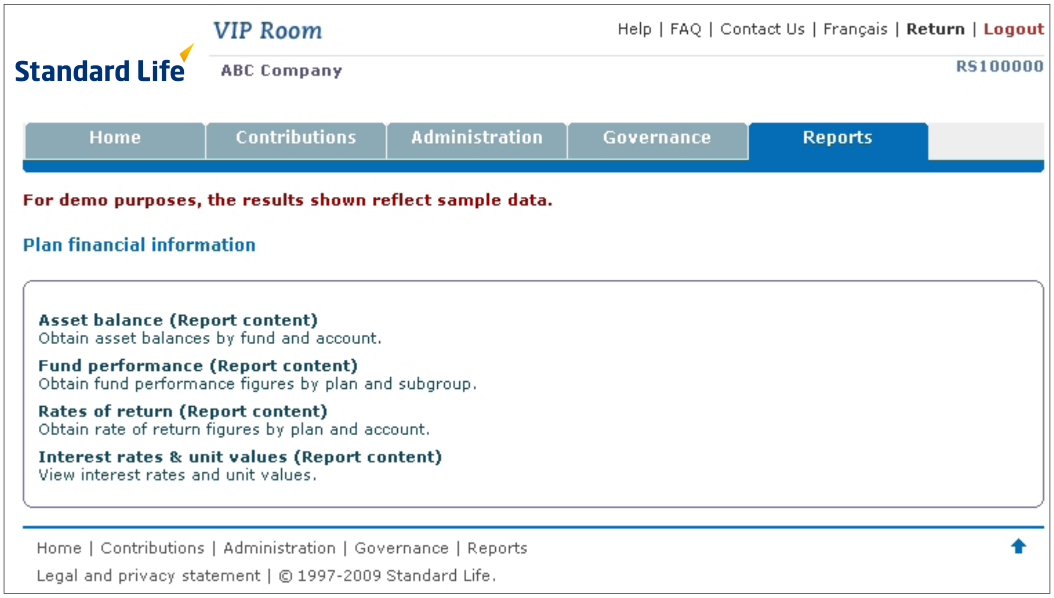
Member financial
- Member with assets in a specific fund
- Member with guaranteed fund maturing in 3, 6 ,12 months
- Total assets by member
- Contributions by member
- Withdrawals by member
- Reconciliation report by member
- Reconciliation report by member/plan and account

Member non-financial
- Non-financial member information – Personal data
- Non-financial member information – Plan information
- Members turning age 71 within the current year
- Missing member information report

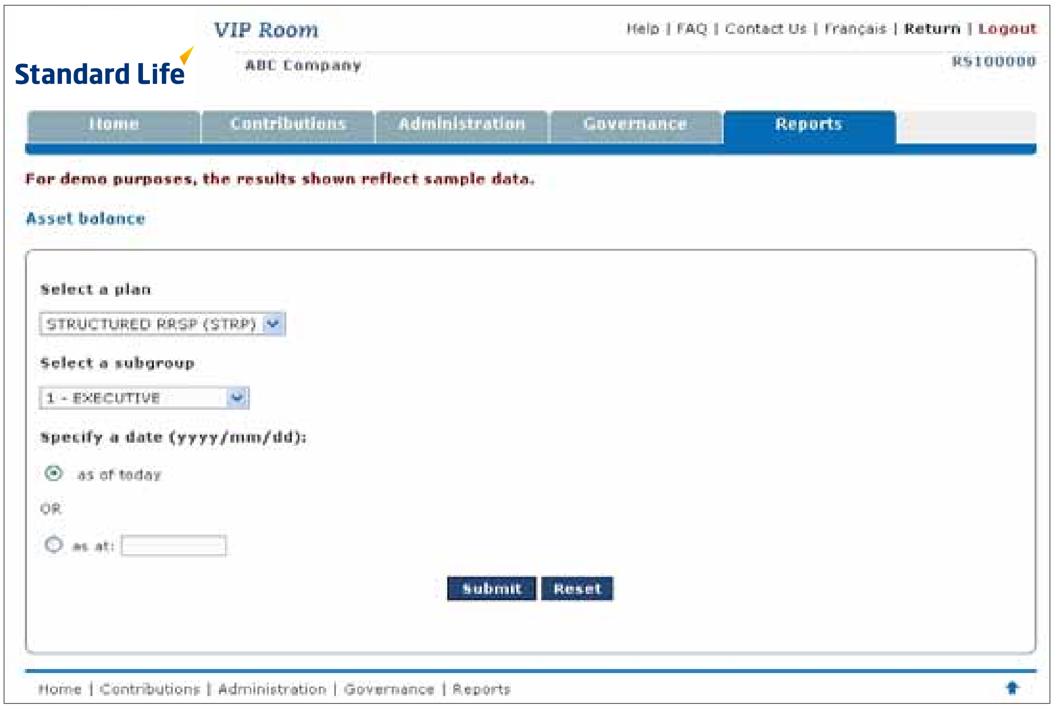
Miscellaneous
- Internet transaction report
- Number of members accessing VIP room
- Client specific report

Do you have reports you would like to see on this site?
Click here to let us know.

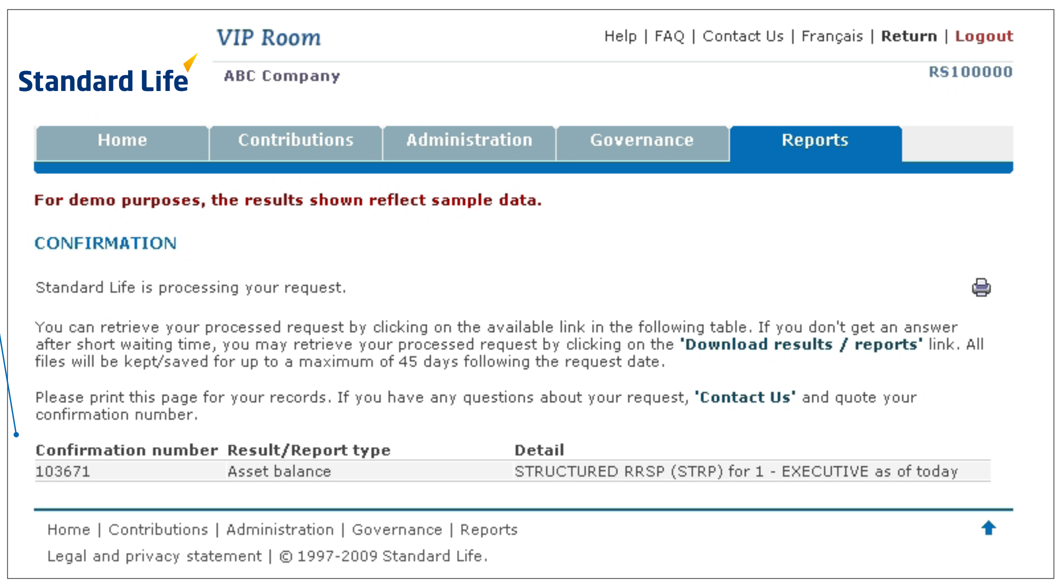




Select a plan and subgroup, specify a date and submit your request.

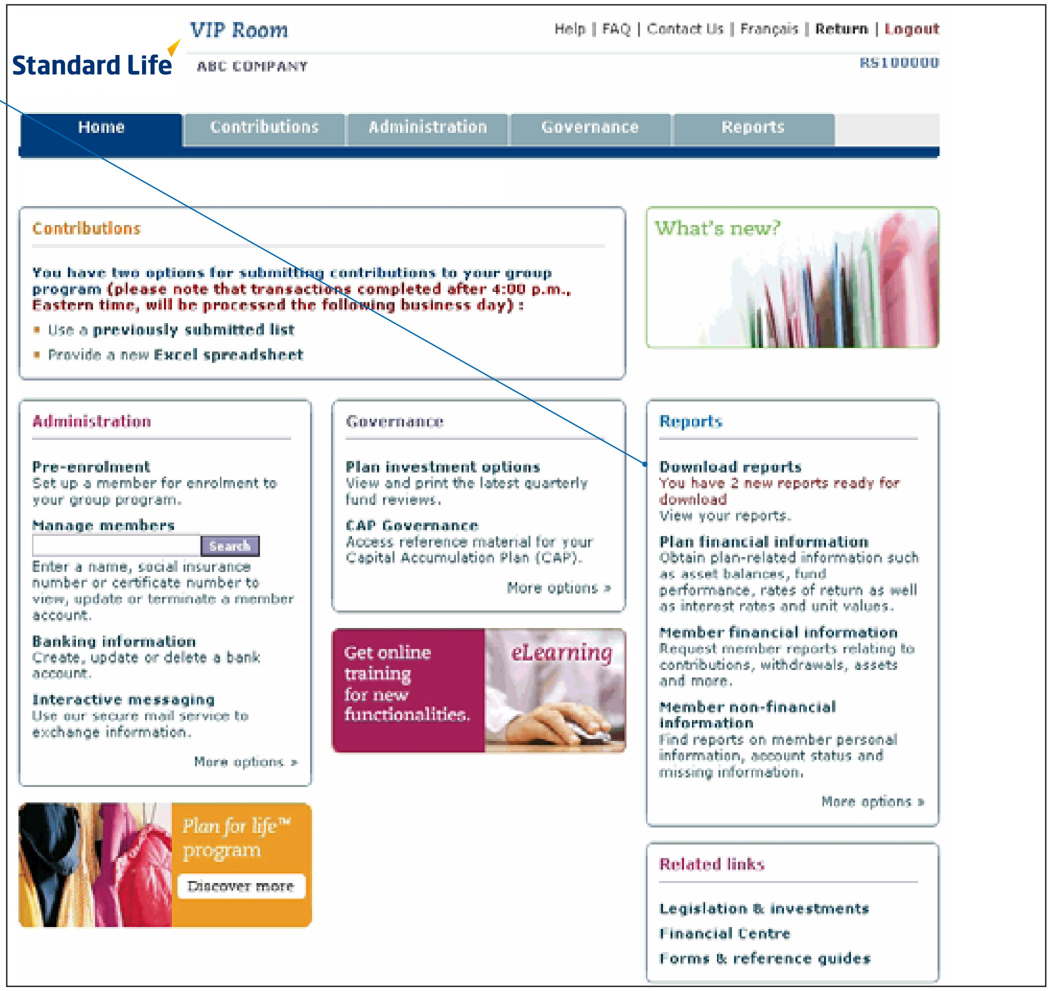


Click on the confirmation number to access your report right away.

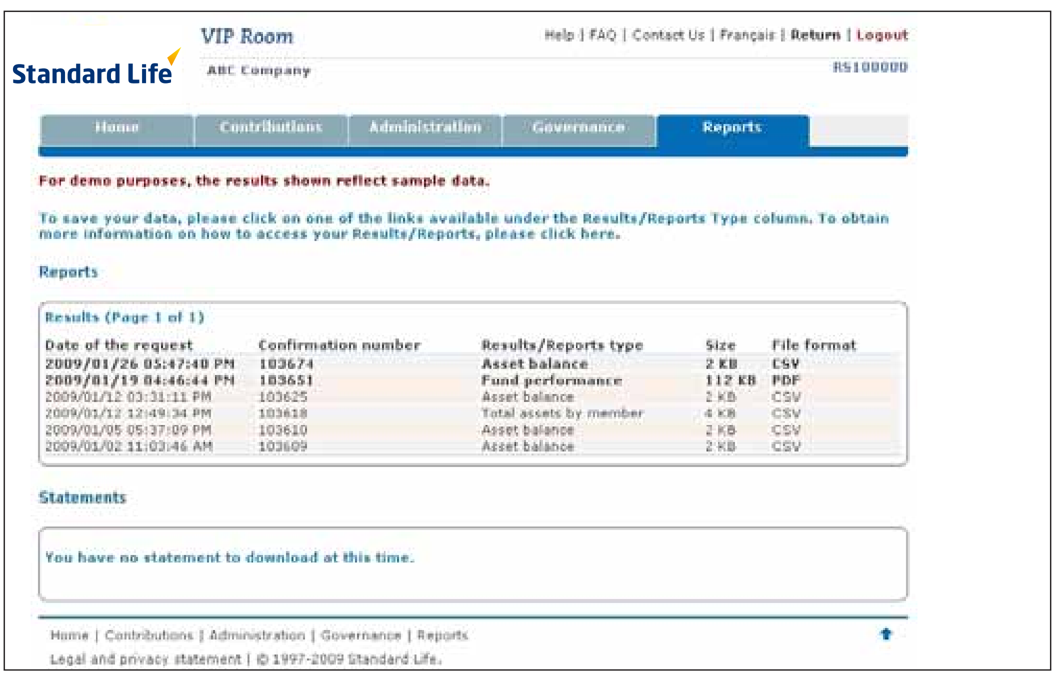


To download your reports:

From the main menu, select *Download reports*.

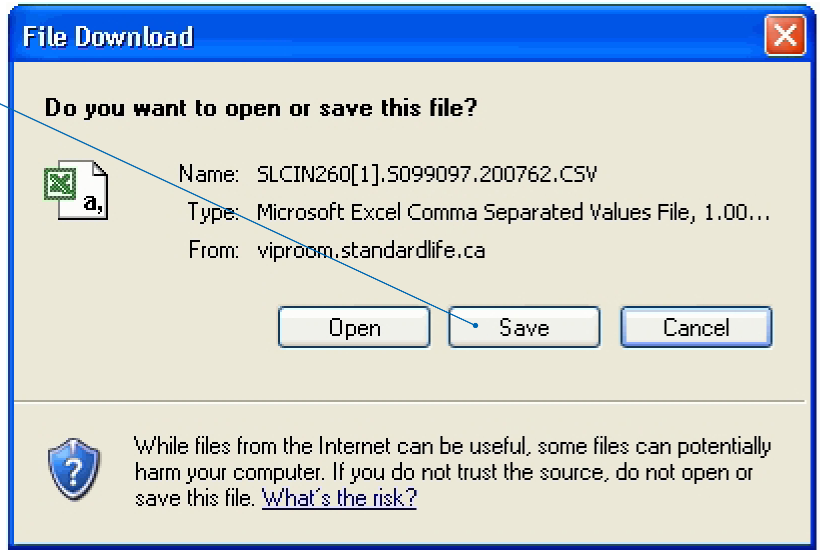


To view a report, click on the link matching your confirmation number.



Date of the request	Confirmation number	Results/Reports type	Size	File format
2009/01/26 05:47:40 PM	**103674**	**Asset balance**	**2 KB**	**CSV**
2009/01/19 04:46:44 PM	**103651**	**Fund performance**	**112 KB**	**PDF**
2009/01/12 03:31:11 PM	103625	Asset balance	2 KB	CSV
2009/01/12 12:49:34 PM	103618	Total assets by member	4 KB	CSV
2009/01/05 05:37:09 PM	103610	Asset balance	2 KB	CSV
2009/01/02 11:03:46 AM	103609	Asset balance	2 KB	CSV

Click *Save* to save the file to your server or disk.

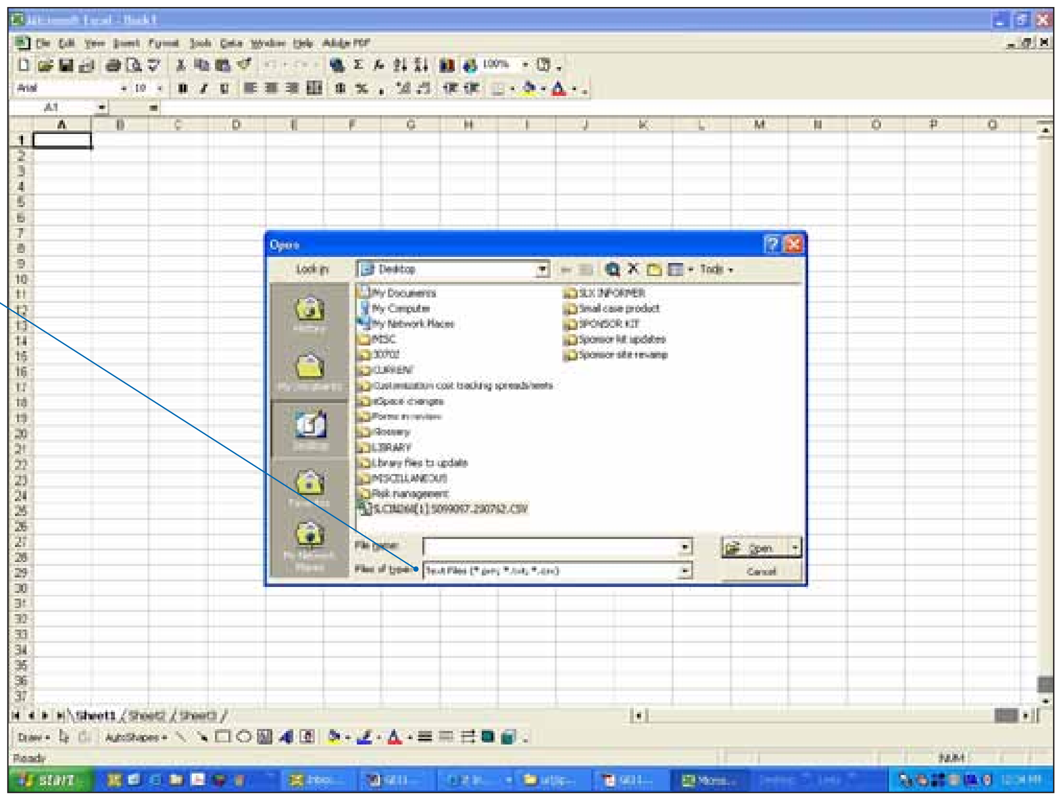


To format your file in Excel:

In Excel, open the file that you just saved.

Note: Files of type must show *Text Files (*.prn, *.txt, *.csv)* since the file extension is CSV.

Your report will then be displayed in the Excel active spreadsheet.



Your Windows settings may require that you format your CSV file in order to open it. To do so, follow these steps:

- Select the *Delimited* option and click on *Next*.
- From the *Delimeters* menu, select *Semicolon* and click on *Next*.
- Click on *Finish*. Your report will be displayed in the Excel active spreadsheet.