To ensure that you can receive and view all of the information you will need from planwithease.com, please take the following steps as you get started!

- You must have an email address. Add customerservice@planwithease.com to your email contacts list to ensure that you receive all communications from planwithease.com. You can use your work email address if your employer allows, or you can set up a free account with various internet service providers.
- Enable or allow "pop-up" windows from planwithease.com in your internet browser by going to your Windows Explorer toolbar, clicking on “Tools” then “Pop-up Blocker” and selecting "Click-Off Pop-up Blocker".
- If you do not wish to “Disable” your Pop-Up Blocker, you can get your Approval Certificate by selecting Documents then Reports/Letters from the Top navigation menu.

**Steps to request a Withdrawal**

A withdrawal is the removal of funds from your 403(b) plan for a distribution to yourself or to another type of account (401(k), 401(a), IRA) because you have met one of the qualifying events necessary.

**NOTE:** If you are requesting a Rollover Out of the plan you will need to request a Withdrawal and then request the type of withdrawal that you qualify for (Age 59 ½, Disability, Severance from Employment).

**Steps**

1. Select Request Transactions then Withdrawals/Rollovers Out from the Top navigation menu.
2. Select the type of withdrawal that you qualify for. The types of withdrawals listed are what the plan allows.
3. Under Amount Requested, next to the investment provider you are requesting the funds from, type in the amount of the request.
4. If you are requesting a “Full Withdrawal” then check the box under this heading next to the investment provider.
5. Click “Submit”.

![Withdrawal Request Form](image)
Review the request and click on “I AGREE” if correct or “CANCEL” if incorrect.

This is the Confirmation Screen to confirm your request, not the actual Approval Certificate.
This is what the Approval Certificate will look like once printed. Send this to the Investment Provider along with any forms they may require to process the request.

08/18/2014
Oak Hill
Minot, ND 58703

Dear Oak,

Your request for a Severance from Employment withdrawal has been approved. This approval is based on our review of the documentation that you submitted. You may now contact your investment provider(s) directly and follow their instructions to submit the Severance from Employment withdrawal for processing. Note that this letter serves as approval of the withdrawal by your employer and no additional signature by your employer is necessary. You will need to attach this letter to the Severance from Employment withdrawal forms when submitting your request to your investment provider(s). Due to market fluctuations and/or applicable investment provider contract rules, a lesser amount may be available to you once your request is submitted to your investment provider.

The following is a summary of your request:

Confirmation Number: 14459
Approval Effective Date: 06/18/2014 4:57:45PM
Plan Name: Golf Course University 493(b) Plan
planwithease.com Plan Number: MDG16.0
Withdrawal Type: Severance from Employment
Approved Amount: $500.00
Termination Date: 05/01/2014
Investment Provider: Voya Retirement Insurance and Annuity Co
Contract Number:

This authorization applies to your reason for a distribution under your plan. If your plan is subject to spousal consent requirements, then you must obtain spousal consent, as authorized by your plan representative, for your disbursement request before submitting your disbursement request to your investment provider.

This approval is valid for 30 calendar days from the Approval Effective Date identified above. After 30 calendar days you will need to visit planwithease.com again and request another approval. If you decide not to submit this transaction to the investment provider you will need to log into planwithease.com to cancel the request. Please select the transaction from your transaction history and follow the cancellation steps. When the cancellation is complete, your account will be updated immediately. If you need to request another transaction, you may do so at this time by requesting a transaction approval.

Thank you for using planwithease.com.

PO Box 5554
Minot, ND 58703
Fax: 866-711-5047
Email: customerservice@planwithease.com
If you do not have your Pop-up Blockers disabled, you can locate your Approval Certificate under “Documents” then “Reports/Letters” from the top navigation menu.