

## How to Enroll in Voya Retirement plan

1. Go to enroll.voya.com. Enter the Plan and verification number shown below:

**Your retirement savings plan enrollment center**  
Take an important first step toward being ready for tomorrow.

**Join the movement and start here!**

Plan Number\*  
666341 ?

Verification Number\*  
102100 ?

**LET'S GO**

\*Required

Not ready to enroll yet or recently enrolled?

Either way, you can [review Important Information](#) about your employer-sponsored retirement savings plan.

So what's all this talk about **Orange Money®**?

2. Click on “Let’s Go”. Click confirm this is my plan for CHS, and then enter your SSN and DOB.

CENTER FOR HUMAN SERVICES  
Plan Number: 666341

Review the plan information above and confirm it is the plan in which you intend to enroll.  
If this is not your plan, please [enter your plan number again](#) or contact your employer or plan representative.

☒ **YES, I confirm this is my plan.\***

You can view [Important Information](#) about your retirement program—including fees, investment options and investment performance—at any time during the enrollment process using the link at the top of the screen.

*The options presented on this website reflect the design of your retirement program and/or the services that your employer has elected to offer.*

To begin your plan enrollment, please enter the following: \* Required

Social Security Number\* Confirm Social Security Number\*

Date of Birth\*

ZIP Code\*

3. Complete the about me section by entering your personal information. Under Employment enter your annual salary and select 26 as the number of pay periods.

ABOUT ME SET A GOAL ENROLLMENT CHOICES REVIEW & CONFIRM

Tell us more about you.  
Let's get a few details out of the way.

Personal Info \* Required

First Name\* M.I. Last Name\* Suffix Gender\*

Street Address\* Apt./Suite/P.O. Box ZIP Code\* 63501

City\* State\*

Kirksville Missouri

Email & Phone

[Why do we ask for your email and mobile phone number?](#)

Email Address\* Confirm Email\*

Mobile Phone Number

4. On the next screen “Set A Goal”, you will see a calculation table predicting the age you wish to retire. Click on the Let’s See button to select your investment choices.

For most savers, it helps to have a goal in mind to know where you stand. It's okay if you aren't sure what your goal is yet. Give us your best guess—you can make changes later.

We'll use [your information](#) to estimate how ready you may be for retirement.

I want to retire at age 67 and save enough to have 70%\* of my pre-retirement income.

I have already saved \$0.

\* In retirement, the average person may need to replace at least 70% of their annual income.

based on these goals will you be ready?

LET'S SEE

5. On the next screen you will see an investment option for “Guide Me” or “Get There Myself”. The guide me will automatically use your determined retirement age and help choose your investments for you to help you gain the most towards your retirement. Get There Myself allows the employees to manually figure and choose their individual investment options. If you are unsure what to choose, please reach out to Brett or Brock at Horizon Capital Advisors for

assistance. Your investment choices can be changed at any time.

Here are some investment choices the plan makes available based on:

The YEAR I want to retire

[Learn more about target date year investing](#)



Here are the plan's retirement year investment options.

- |    |  |                        |
|----|--|------------------------|
| 1  | *** <a href="#">Voya Index Solution 2055 Port Adv</a>                          | <a href="#">SELECT</a> |
| 2  | *** <a href="#">Voya Index Solution 2025 Port Adv</a>                          | <a href="#">SELECT</a> |
| 3  | *** <a href="#">Voya Index Solution 2035 Port Adv</a>                          | <a href="#">SELECT</a> |
| 4  | *** <a href="#">Voya Index Solution 2045 Port Adv</a>                          | <a href="#">SELECT</a> |
| 5  | *** <a href="#">Voya Index Solution Inc Port Adv</a>                           | <a href="#">SELECT</a> |
| 6  | *** <a href="#">Voya Index Solution 2060 Port Adv</a>                          | <a href="#">SELECT</a> |
| 7  | *** <a href="#">Voya Index Solution 2030 Port Adv</a>                          | <a href="#">SELECT</a> |
| 8  | *** <a href="#">Voya Index Solution 2050 Port Adv</a>                          | <a href="#">SELECT</a> |
|    | This option best aligns with your birth year and a common retirement age of 65 |                        |
| 9  | *** <a href="#">Voya Index Solution 2040 Port Adv</a>                          | <a href="#">SELECT</a> |
| 10 | *** <a href="#">Voya Index Solution 2065 Port Adv</a>                          | <a href="#">SELECT</a> |

For assistance determining your risk tolerance level, take our [quick questionnaire](#) and review model portfolios that align with the different levels. Then select your preferred risk tolerance level to help shape your investment portfolio.

Choose your risk tolerance level  



[+ Expand All Items](#)

Asset Class 	Your Subtotal
+  STABILITY OF PRINCIPAL	0%
+  BONDS	0%
+  ASSET ALLOCATION	0%
+  BALANCED	0%
+  LARGE CAP VALUE/BLEND	0%
+  LARGE CAP GROWTH	0%
+  SMALL/MID/SPECIALTY	0%
+  GLOBAL/INTERNATIONAL	0%

You can continue once your investment selection(s) total 100%.

YOUR TOTAL: 0%

Guide Me  
Example



Get There  
Myself  
Example



6. Once you have selected your investment options, review and select “Go with These Choices”

Select an investment option:

A single investment that's professionally  
managed and aligns with my chosen  
retirement year

\*\*\* [Voya Index Solution 2050 Port Adv](#)

[More Investment Options >](#)

**GO WITH THESE CHOICES**

And don't worry, you'll be able to make changes after you've enrolled.

7. Next enter your beneficiaries by following the on-screen directions.

## Now let's talk about beneficiaries.

A beneficiary can be any person or entity you choose to receive the benefits of your retirement account after you die. It is important that you designate a beneficiary so that your plan assets are paid as you desire in the event of your death. If you do not designate any beneficiaries your account assets will be paid in accordance with the plan document that governs your retirement plan. Generally speaking, your account will be paid to your estate unless otherwise specified. Please consult with your employer or Plan Administrator for additional information.

Note: If one or more of your named beneficiaries has a disability or special need and currently receives government benefits or may receive them in the future, please review the [Voya Cares® website](#) to help better understand how receiving beneficiary payouts may affect their eligibility for other benefits. If you need more time to review the website, consider bookmarking it for later reading and electing your beneficiaries after your enrollment is complete.

Would you like to elect your beneficiaries now or later?

ELECT LATER

ELECT NOW



## Now let's talk about beneficiaries.

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Before electing your beneficiaries, please confirm the following:

\* Required

Marital Status\*

Single

Beneficiary 1

[Start Over](#)

Beneficiary Type\*

Relationship\*

Type\*

Primary

Percent



Equal Percent to all

☐ This beneficiary lives at my current home address

☐ Foreign address (outside the United States)



8. The next screen will be a summary of your enrollment. Review, and then scroll down to the bottom of the page and click “I understand” and click the “Enroll Now” Button.

**I acknowledge that:**

All account information and transactions are subject to terms of my plan. FOR ANNUITY CONTRACT AND FUNDING AGREEMENT PRODUCTS: I understand that my employer has selected a group annuity contract or group funding agreement to fund a tax-qualified arrangement; that the tax laws provide for deferral of taxation on earnings on account balances; and that, although the annuity contract or funding agreement provides features and benefits that may be of value, it does not provide any additional deferral of taxation beyond that provided by the tax-qualified arrangement itself.

**IMPORTANT DISCLOSURE REGARDING 403(b) WITHDRAWAL RESTRICTIONS:**

I understand the Internal Revenue Code restrictions on withdrawals from a 403(b)(1) tax-deferred annuity and a 403(b)(7) mutual fund account, which generally prohibit withdrawals prior to my death, disability, attainment of age 59 ½, severance from employment or financial hardship. More specific information about these restrictions can be found in the prospectus/information booklets. I understand that these restrictions do not include contract exchanges to other investment alternatives under my Employer's 403(b) plan, transfers made to another employer's 403(b) plan, or to transfers made to a governmental defined benefit plan to purchase service credits unless further restricted by my Employer's 403(b) written plan.

I provide my informed consent to the electronic delivery of [Important Information](#) by Voya via this website. I understand that this consent applies to the documents available on this website during the period of my enrollment. I understand that the most recent versions of these documents are available on the website. I will be able to select paperless or mail delivery options and manage my communication preferences on the participant website once I have successfully enrolled.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.



I understand that by selecting the Enroll Now button, I acknowledge the above statements and affirm that I have reviewed [Important Information](#)—including fees, investment options and investment performance—prior to submitting my enrollment choices.

[BACK](#)

**ENROLL NOW**



9. On the next screen you can click “Exit” to end your enrollment session or you can opt to have someone contact you about consolidating any other retirement accounts you may have. **And your done!**

You've enrolled in your plan **CENTER FOR HUMAN SERVICES**

[Your Enrollment Selections](#)

A printable copy of your enrollment choices is available by selecting the link above. Confirmation of your enrollment will also be sent to the email address you provided. For security purposes, details of your enrollment choices and a confidential Personal Identification Number (PIN) will be sent by U.S. mail once your account is established on our systems. You will need your PIN to use Voya's phone services and register for online account access. Instructions for registering your account will be included in the materials you receive.

When your enrollment selections are complete, please [Exit](#) to end your enrollment session.

You've taken the most important step. Now consider taking a few more.

Would you like to consolidate any previous retirement accounts?

☐ **YES**, I would like someone to contact me about consolidating all of my retirement savings.

This retirement plan can become your focal point for all your retirement savings resources, when you pull all your qualified savings together in one place. We can provide the administrative support to help set it up and inform you of your options. Just include the information needed here, and we'll be in touch shortly.

\*Required

### Contact Information for Questions

#### **Horizon Capital Advisors**

Brock McClain  
Financial Advisor  
Phone: 913-469-0033  
E: [brock.mcclain@securitiesamerica.com](mailto:brock.mcclain@securitiesamerica.com)

Brett Deuth  
Financial Advisor  
Phone: 913-469-0033  
E: [brett.deuth@securitiesamerica.com](mailto:brett.deuth@securitiesamerica.com)

Voya Customer Care  
[www.my.voya.com](http://www.my.voya.com)  
Phone: 800-584-6001