

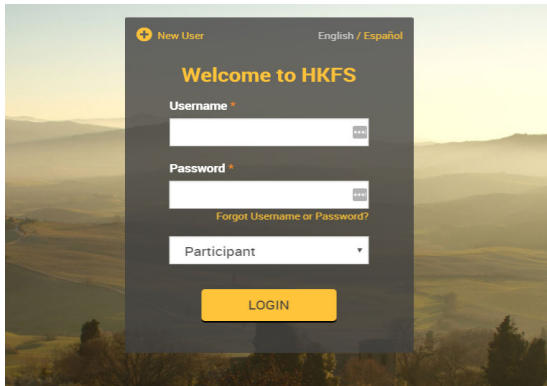
Preparation for Multi-factor Authentication


Multi-factor authentication (MFA) requires that your retirement account is set up with a phone number and/or personal email address. Follow the Getting Started instructions below prior to the MFA implementation date.

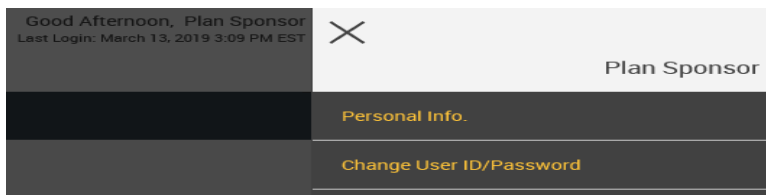
Getting Started

Access the HKFS participant website: <https://www.benefitwebaccess.com/hkfs/>

Enter your participant login credentials



To update your personal information, click on the gear icon  in the upper right corner of your account next to your name. A sidebar will appear. Click on Personal Info.



Click on the blue arrow next to General.



Preparation for Multi-factor Authentication

Review and edit your phone numbers. Do not include the dashes when entering the phone number. Select Yes or No if the phone number can receive text messages. If you need to update your address, contact your plan administrator or HR representative.

General

Prefix: Mr
 First name: Plan
 Middle:
 Last name: Sponsor


Marital status:
 Gender: Male Female

Street address 1: 3390 Asbury Rd
 Street address 2:
 City: Dubuque
 State: IA
 Zip code: 52002

Home phone: +1 (563) 588-5519
 Receives text messages: Yes No

Office phone: +1
 Receives text messages: Yes No

Mobile phone: +1 (563) 582-1040
 Receives text messages: Yes No

Click on the blue arrow  to the left of Email. Review and add email addresses. **Be sure to select the email for the primary address of where you would like your emails sent.** It is recommended you use a personal email address rather than a work email address.

Email addresses are used for One Time PINs, password resets, web transaction confirmations, and statement notifications.

Email

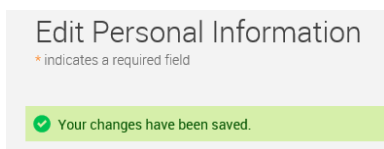
Home: retirement@hkfs.com
 Confirm home email address: retirement@hkfs.com

Office:
 Confirm office email address:
 Other:
 Confirm other email address:
 Where would you like your emails sent? Select an option: *
 Home Office Other None I do not have an email address



Click the Submit button.

You will receive the following message that your changes have been saved.



You are now ready for MFA! Congratulations!