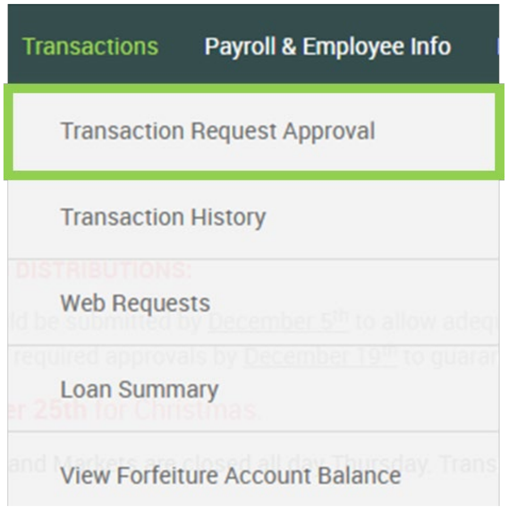
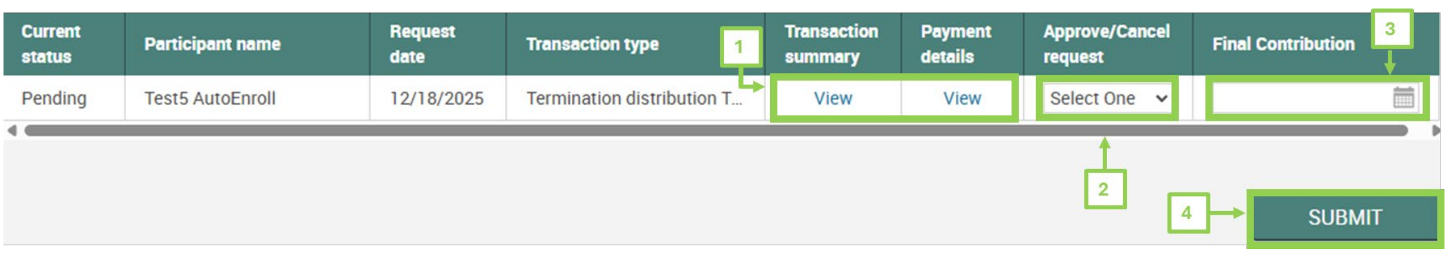
Transaction Request Approval



Choose **Transactions** and select **Transaction Request Approval** from the dropdown.

Scroll to the bottom of the page and:

1. Review the **Transaction summary** and **Payment details** by clicking **View** in each column
2. Approve or Deny the request by clicking on the dropdown menu
3. If approved, enter the **Final Contribuiton** date
4. Click **Submit**



Reject the request if the answer to any of the questions below is 'Yes' and email admin@retirementplanconsultants.net the details.

<u>Termination Distribution requests</u>

- The participant was rehired

<u>Loan requests</u>

- The participant is no longer employed

Any Withdrawal Request

- The participant passed away or became disabled
- The participant is in the process of a divorce