



Nationwide®

Plan Sponsor Access Web Update Form

Plan Sponsor Information

Plan Sponsor Name: Leann Monk

Employer Tax ID Number: _____

Plan Sponsor Number (Nationwide Assigned): 0024855

Do you have multiple payroll departments that submit payroll & census separately? Yes No

Address Line 1: PO BOX 2070

Address Line 2: _____

City: WOODVILLE State: TX Zip: 75979

Is this an update to your existing address? Yes No

PRIMARY AUTHORIZED CONTACT

The Plan can only have **one** Primary Authorized Company Representative of which is the recipient of Plan Statements and other Plan-related administrative messages. Updating the Primary Authorized Company Representative will supersede any previous Primary Authorized Company Representative.

Name: Leann Monk

Title: County Treasurer

Preferred Phone: 409-283-3054

Fax: 409-283-6306

Email: lmonk.cotreas@co.tyler.tx.us

Plan Sponsor Web Features

FastPay: A fully digital payroll and census submission system. Secure participant information, save time, improve accuracy, and eliminate manual entry when submitting your plan's payroll and census data.

Task Center: Payroll Change Notices and Employment Status Tasks will be generated as an action item in Task Center for a digital and streamlined processing experience. Email notifications will be generated daily at 12 p.m. Eastern for any outstanding tasks.

Reporting: Create and view plan and participant level reports.

Primary Website User

This section is required to establish **one** person within the Plan Sponsor's office as the primary website user on the NRS website. The primary user will assign and administer all other website roles for the Plan's account, including any contacts noted below that are required for your Plan's online data submission.

New Primary User Access Replace Existing Primary User

Primary Website User Contact Information:

Same as Primary Authorized Contact

Name: Leann Monk

Title: County Treasurer

Preferred Phone: 409-283-3054

Email: lmonk.cotreas@co.tyler.tx.us

The primary website user will have access to all Plan Sponsor website functions and permissions.

Secondary Website Users

Role Access Chart				
Online/Web Access:	Primary ¹	Manager	Payroll	Reporting
FastPay				
Process payroll	✓	✓	✓	
Enroll participants electronically	✓	✓	✓	
Task Center²				
Verify Termination of Employment for Participant Withdrawal Requests	✓	✓		
View and complete payroll change notices	✓	✓	✓	
Reporting				
Create and view reports	✓	✓		✓
Manage User Accounts				
Create secondary users	✓	✓		

¹We take protecting retirement plan account information very seriously at Nationwide. Therefore, the Primary website user is responsible for performing periodic audits to verify that the secondary website user accounts are being used by the original user for legitimate business purposes.

²Role accesses may be changed by the Primary user by clicking Administer Task Access on Task Center.

Established Secondary Users

1. Name: Pammy Narvaez Title: Assist. Treasurer
 Preferred Phone: 409-283-3054 Email: pnarvaez.cotreas@co.tyler.tx.us
 Please specify pay center number or name (if applicable): _____
 Please select the role(s) for this user, given the accesses marked in the chart above:
 Manager Payroll Reporting

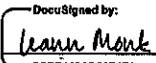
2. Name: Jackie Skinner Title: Auditor
 Preferred Phone: 409-283-3652 Email: jskinner.aud@co.tyler.tx.us
 Please specify pay center number or name (if applicable): _____
 Please select the role(s) for this user, given the accesses marked in the chart above:
 Manager Payroll Reporting

I have additional payroll contacts. If you want to add more than two contacts, you may attach a page with the additional contact information. Any time a new contact is added the above fields are required.

Required Authorization

By signing below, you are authorizing the activation of online features which includes FastPay and Task Center. Users designated will be responsible for monitoring and processing ongoing administrative tasks.

Primary Authorized Company Representative:

Name (print): Leann Monk Title: County Treasurer
 Signature:  Date: 10/2/2023 | 11:22 AM EDT
DocuSigned by: Leann Monk SCBE149AD68E3EA

Form Return Instructions

Email: nrscontr@nationwide.com
 Fax: 877-677-4329

Certificate Of Completion

Envelope Id: 6B57902D667E461DA97AFD5640F0A8B2	Status: Completed
Subject: Please DocuSign: Plan Sponsor FastPay Update Form	
LOB: Public	
FILENET_COC_CONSUMER_ID: SOA_COC_NF	
Form Type: FastPay	
Form Number: NRF-0904AO	
DocuSign Account:	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	NRSCONTR NRSCONTR
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	10 West Nationwide Blvd.
	Columbus, OH 43215
	NRSCONTR@nationwide.com
	IP Address: 192.24.97.138

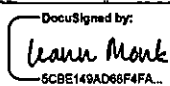
Record Tracking

Status: Original	Holder: NRSCONTR NRSCONTR	Location: DocuSign
10/2/2023 11:18:02 AM	NRSCONTR@nationwide.com	

Signer Events

Leann Monk
lmonk.cotreas@co.tyler.tx.us
County Treasurer
Security Level:
DocuSign.email
ID: 1
10/2/2023 11:18:04 AM

Signature

DocuSigned by:

SCBE149AD68F4FA...
Signature Adoption: Pre-selected Style
Using IP Address: 192.24.97.138

Timestamp

Sent: 10/2/2023 11:18:03 AM
Viewed: 10/2/2023 11:18:19 AM
Signed: 10/2/2023 11:22:32 AM

Electronic Record and Signature Disclosure:
Accepted: 10/2/2023 11:18:19 AM
ID: 68d8ee4e-9e22-4463-9877-c6a9f2f20a39

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	10/2/2023 11:18:03 AM
Certified Delivered	Security Checked	10/2/2023 11:18:19 AM
Signing Complete	Security Checked	10/2/2023 11:22:32 AM
Completed	Security Checked	10/2/2023 11:22:32 AM

Payment Events

Status

Timestamps

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Nationwide Retirement Plans (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Nationwide Retirement Plans:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by phone call: 1-800-772-2182

To contact us by email send messages to: rprivate@nationwide.com

To advise Nationwide Retirement Plans of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at rprivate@nationwide.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address.

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Nationwide Retirement Plans

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to rprivate@nationwide.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Nationwide Retirement Plans

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to rprivate@nationwide.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Mobile Applications:	Apple iOS® 8.0 and above; Android™ 4.0 and above; Windows 8.1 and above; Windows 10; Windows Phone 8.1
Mobile Web Signing:	Apple iOS® 7.0 or above. Android™ 4.0 or above
Browsers:	Latest stable release (except where noted) of Internet Explorer® (8.0 or above, compatibility mode is supported only for 9.0 and above); Windows Edge; Mozilla® Firefox®, Safari™; Google Chrome®. Pre-release (e.g., beta) versions of operating systems and browsers are not supported.

PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	1024 x 768 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Nationwide Retirement Plans as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Nationwide Retirement Plans during the course of my relationship with you.