

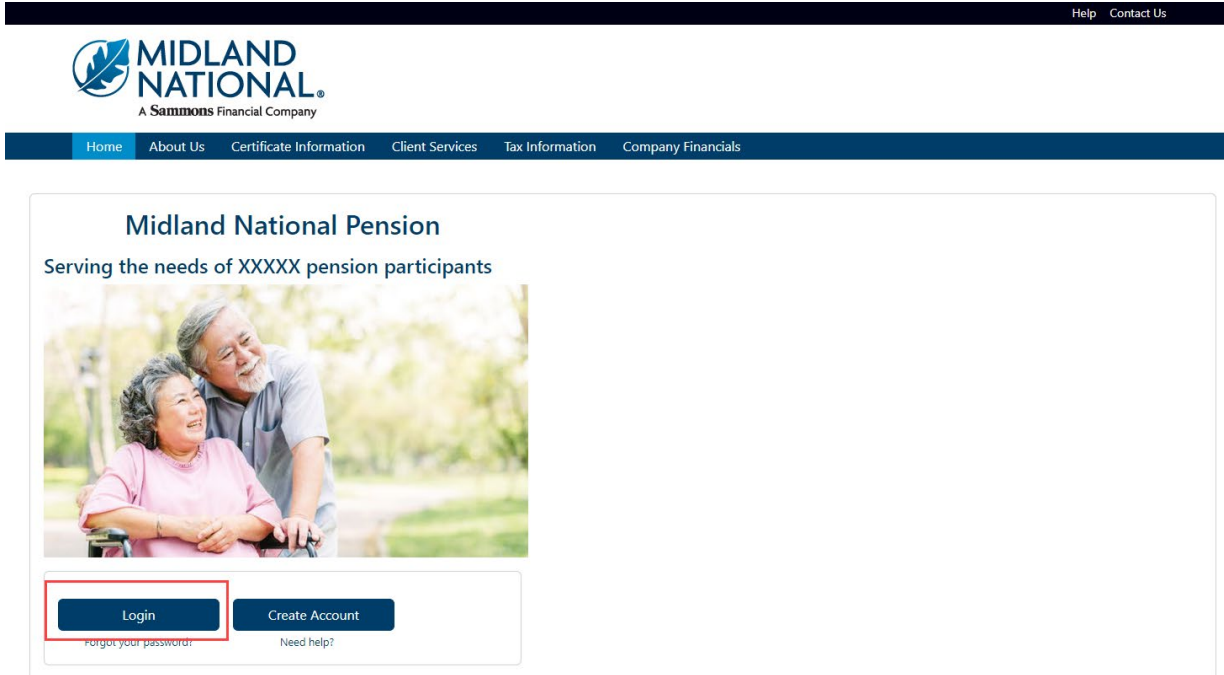
View Additional Certificates (Midland Only) Instructions

Link to Pension Website:

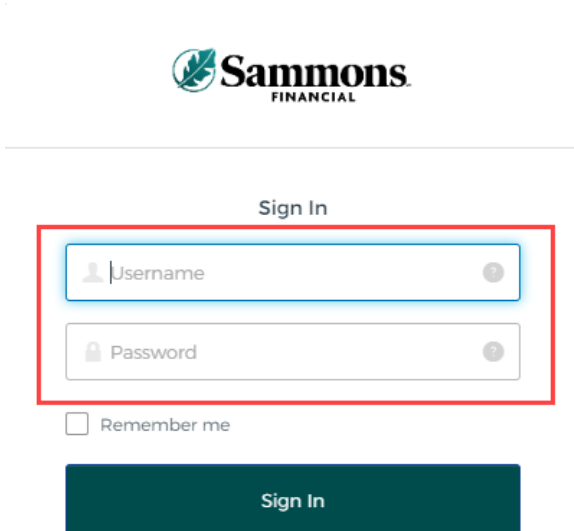
<https://www.midlandnationalpension.com>

Logging In:

1. Click on the 'Login' button located at the bottom of the screen



2. Type in your username and password



3. Click on the 'Sign In' button



Sign In

Remember me

4. You may be asked to authenticate in the following situations:

- a. If you are logging in for the first time
- b. If you haven't logged into your account for at least 90 days
- c. If you are logging into your account with a different device

NOTE: Screens below will show an example for each authentication type

Google Authenticator:

- a. The following screen appears

The logo for Sammons Financial, featuring a green leaf icon to the left of the word "Sammons" in a bold, serif font, with "FINANCIAL" in a smaller, sans-serif font below it.
The Google Authenticator logo, which is a circular icon with a stylized 'G' and a camera lens.

Google Authenticator

Enter your Google Authenticator passcode

Enter Code

Do not challenge me on this device for the next 90 days

- b. Go into your Google Authenticator app located on the device you used to register your account
- c. Type in the authentication code displayed in Google Authenticator within the 'Enter Code' field



Google Authenticator

Enter your Google Authenticator passcode



Enter Code

Do not challenge me on this device for the next 90 days

Verify

- d. To ensure that you don't receive this message every time you access your account, click on the checkbox under the 'Enter Code' field that displays the following verbiage:

'Do not challenge me on this device for the next 90 days'



Google Authenticator

Enter your Google Authenticator passcode

Enter Code

 Do not challenge me on this device for the next 90 days

- e. Click on the 'Verify' button

Google Authenticator

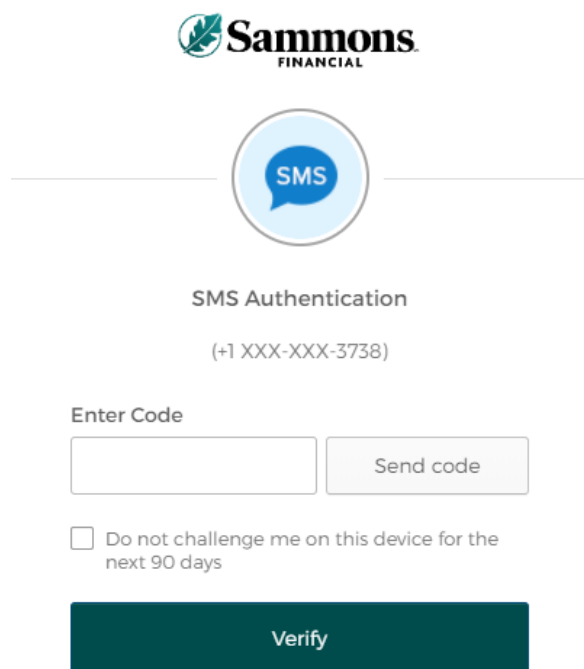
Enter your Google Authenticator passcode

Enter Code

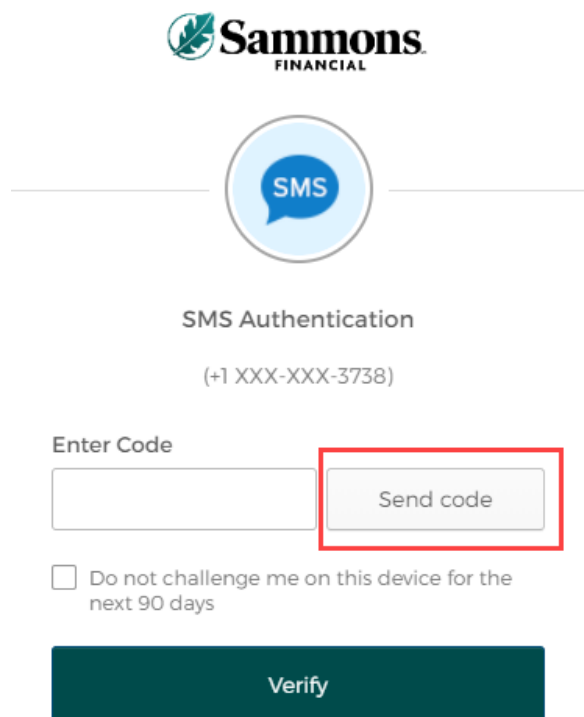
 Do not challenge me on this device for the next 90 days

SMS Authentication:



- a. The following screen appears



- b. Click on the 'Send code' button



- c. Type in the authentication code you received via the authentication method you selected when you registered your account within the 'Enter Code' field

SMS Authentication



(+1 XXX-XXX-3738)

Enter Code

 Do not challenge me on this device for the next 90 days

- d. To ensure that you don't receive this message every time you access your account, click on the checkbox under the 'Enter Code' field that displays the following verbiage:

'Do not challenge me on this device for the next 90 days'



SMS Authentication

(+1 XXX-XXX-3738)

Enter Code

 Do not challenge me on this device for the next 90 days

- e. Click on the 'Verify' button

SMS Authentication



(+1 XXX-XXX-3738)

Enter Code

 Do not challenge me on this device for the next 90 days

Voice Call Authentication:

- a. The following screen appears



Voice Call Authentication

(+1 XXX-XXX-3738)

Enter Code

 Do not challenge me on this device for the next 90 days

- b. Click on the 'Call' button



Voice Call Authentication

(+1 XXX-XXX-3738)

Enter Code

 Do not challenge me on this device for the next 90 days

- c. You will receive a call from a phone number based upon the authentication method you selected when you registered your account. Type in the code provided in the phone call within the 'Enter Code' field

Voice Call Authentication



(+1 XXX-XXX-3738)

Enter Code

 Do not challenge me on this device for the next 90 days

- d. To ensure that you don't receive this message every time you access your account, click on the checkbox under the 'Enter Code' field that displays the following verbiage:

'Do not challenge me on this device for the next 90 days'






Voice Call Authentication
(+1 XXX-XXX-3738)

Enter Code

 Do not challenge me on this device for the next 90 days

- e. Click on the 'Verify' button

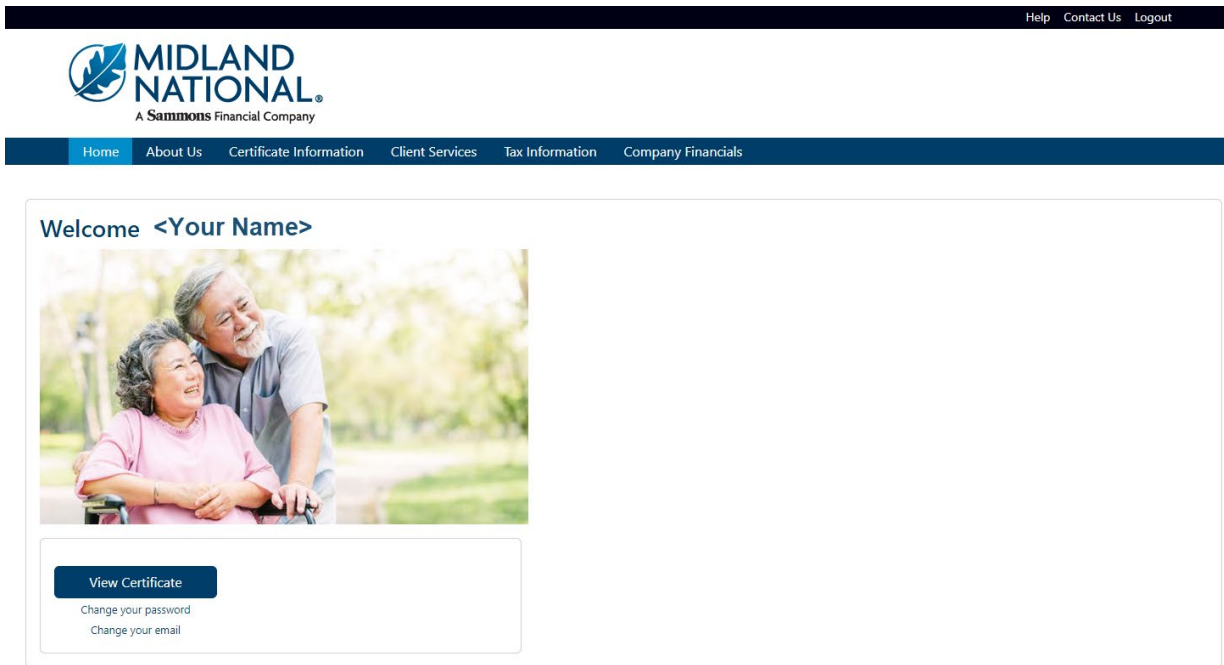



Voice Call Authentication
(+1 XXX-XXX-3738)

Enter Code

 Do not challenge me on this device for the next 90 days

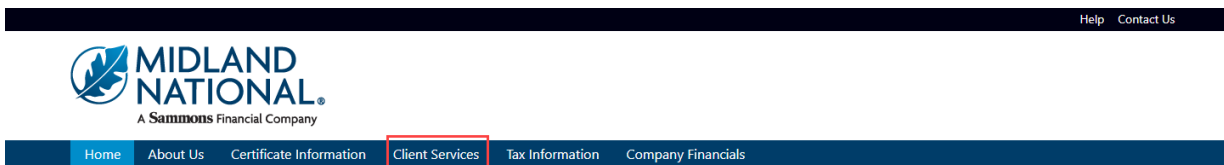
5. The following screen will be displayed:



View Additional Certificates:

NOTE: You will only be required to authorize additional certificates once. Once you have completed the authorization process, all available Midland pension certificates will be available for you to view and make changes.

1. Click on the 'Client Services' link on the top navigation bar



2. The following screen appears

The screenshot shows the Midland National website header with the logo and navigation menu. The main content area is titled "Available Services:" and lists several options: Address Change, Phone Number Change, Direct Deposit Change, Beneficiary Change, Name Change, Withholding Change, Taxpayer Identification Number Change, Certificate Request, and Other Change. Below this is a section titled "Do You Have Additional Certificates With Us?" with a red box around the "View Additional Certificates" link. At the bottom, there is a note to download a Client Services form.

3. Click on the 'View Additional Certificates' link

4. The following screen appears

The screenshot shows the "Authorize Additional Certificate" form. It includes instructions for users to enter a certificate number and click the "Authorize Certificate" button. A red box highlights the "Authorize Certificate" button. The form also has a "Cancel" button and a text input field for the certificate number.

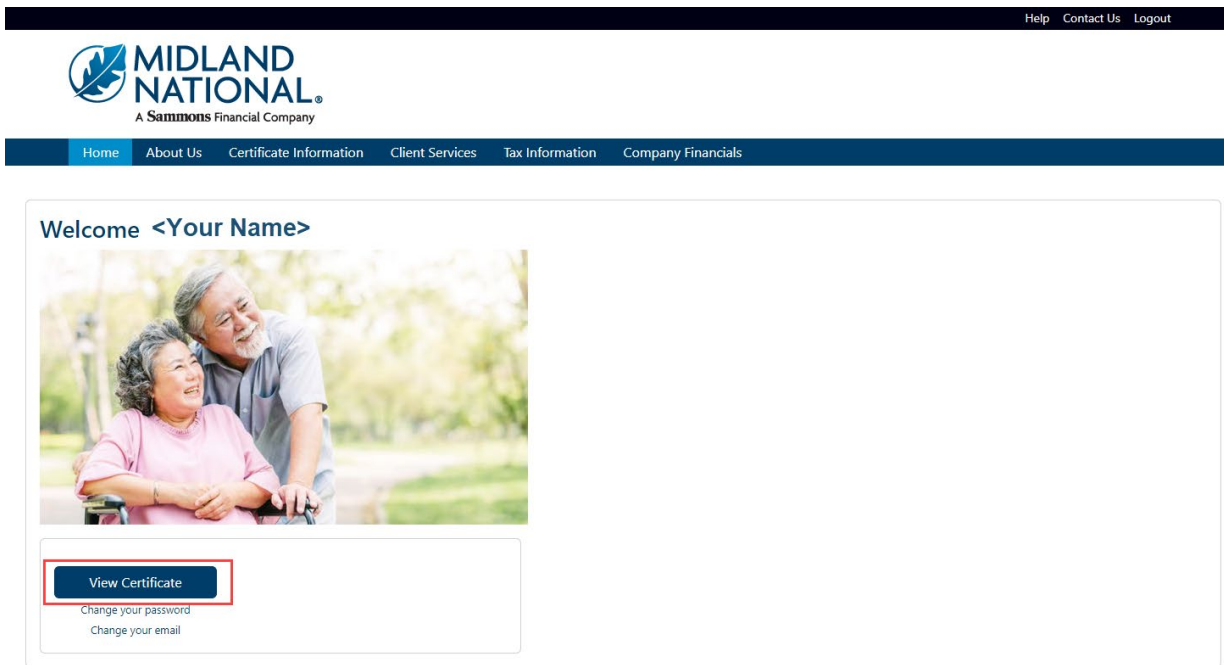
5. Type in the appropriate certificate number and click on the 'Authorize Certificate' button

6. The following screen appears

The screenshot shows a confirmation message titled "Certificate Authorized". The message states that certificate "222222" has been successfully authorized and provides a red box around the word "here" which is a link to return to the Midland National Pension home page.

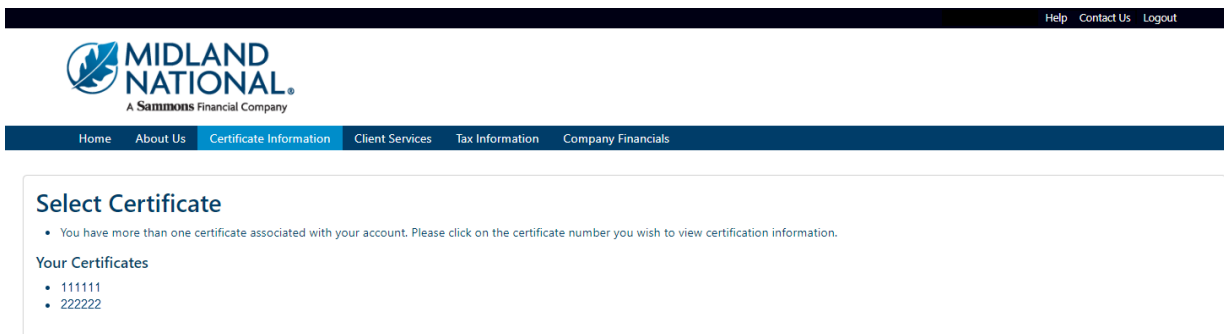
7. Click on the word 'here' to return to the Home page

8. The following screen will be displayed:



9. Click on the 'View Certificate' button

10. The following screen appears (under Certificate Information)



11. Click on the certificate that you wish to view

12. The following screen will be displayed

The screenshot displays the Midland National website interface. At the top right, there are links for 'Help', 'Contact Us', and 'Logout'. The Midland National logo is on the left, with the tagline 'A Sammons Financial Company'. A navigation bar below the logo contains links for 'Home', 'About Us', 'Certificate Information', 'Client Services', 'Tax Information', and 'Company Financials'. A 'Print' button is located above the 'Participant Information' section.

Participant Information

Participant Name: Herman Munster		Phone Number: <input type="text"/>	
Address: 1313 Mockingbird Lane			
City: Mockingbird Heights	State: WA	Zip Code: 11111	
Email: hmunster@gmail.com	Date of Birth: 01/01/1793		

Certificate Information

Certificate Number: 111111	Certificate Type: Single Life	Status: ACTIVE
Normal Retirement Date:	Early Retirement Date:	Disbursement Status: Deferred
(Projected) Payment Amount*: \$500.00	% Non-Taxable:	
Required Commencement Date:	COLA Amount: \$0.00	COLA Percentage: 0.00%

*Amount is based upon the Normal Retirement Date.

Earnings Information

Certificate Number: 111111	Frequency: Monthly	Disbursement Start Date: 10/01/2033
Last Disbursement Date:	Next Disbursement Date:	LTD Gross Disbursement: \$0.00

A second 'Print' button is located below the Earnings Information section.

NOTE: If you would like to make changes to a particular certificate, you will need to select which certificate you would like to change.

13. Click on the Client Services link on the top navigation bar

This screenshot shows the same Midland National website as in step 12, but with the 'Client Services' link in the top navigation bar highlighted with a red box. The 'Print' button is no longer visible.

14. The following screen appears

The screenshot shows the 'Select Certificate' screen. At the top right, there are links for 'Help', 'Contact Us', and 'Logout'. The Midland National logo is on the left. The navigation bar contains links for 'Home', 'About Us', 'Certificate Information', 'Client Services', 'Tax Information', and 'Company Financials'. The main content area is titled 'Select Certificate' and contains the following text:

You have more than one certificate associated with your account. Please click on the certificate number to view available client services.

Your Certificates

- 111111
- 222222

15. Click on the certificate that you wish to change

16. The following screen appears

The screenshot shows the Midland National website header with the logo and navigation menu. The main content area is titled 'Available Services:' and lists several links: Address Change, Phone Number Change, Direct Deposit Change, Beneficiary Change, Name Change, Withholding Change, Taxpayer Identification Number Change, Certificate Request, and Other Change. Below this is a section titled 'Do You Have Additional Certificates With Us?' with a link to 'View Additional Certificates'. At the bottom, there is a link to download a 'Client Services' form.

17. Click on the appropriate link under the 'Available Services' section to make changes to the selected policy

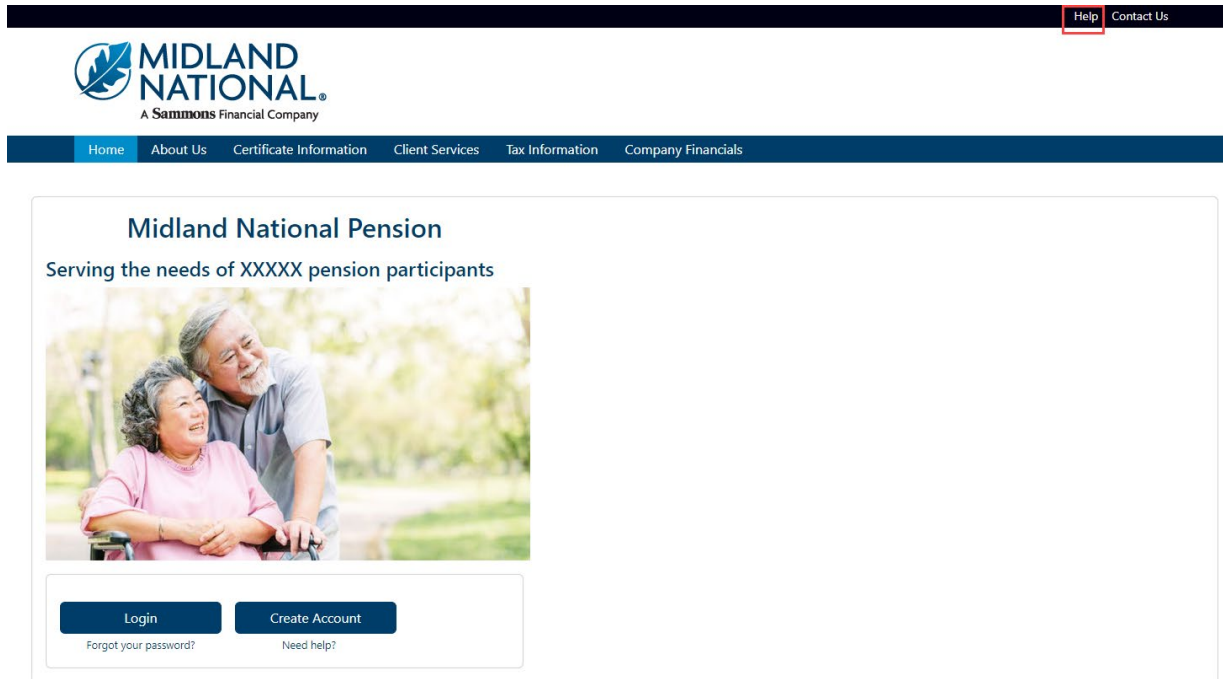
NOTE: Refer to the 'How to Make Changes to Your Information' document located under the Help page for specific instructions on making changes.

18. If you wish to cancel the change and be returned to the Home page, click on the 'Cancel' button

The screenshot shows the 'Authorize Additional Certificate' form. It includes instructions: 'If you have an additional certificate with Midland National, enter the additional certificate number and click on the 'Authorize Certificate' button below' and 'Please note that you do not need to authorize the certificate you used to register your account with us'. There is a text input field labeled 'Certificate Number' and two buttons: 'Authorize Certificate' and 'Cancel'. The 'Cancel' button is highlighted with a red box.

Need Help?

Click on the 'Help' link located in the upper right corner of the Home page to get specific instruction on how to make changes or navigate the website.



The screenshot shows the Midland National Pension website. At the top right, there is a 'Help' link highlighted with a red box, next to a 'Contact Us' link. The Midland National logo is on the left, with the text 'A Sammons Financial Company' below it. A dark blue navigation bar contains the following links: Home, About Us, Certificate Information, Client Services, Tax Information, and Company Financials. Below the navigation bar is a white box with the title 'Midland National Pension' and the subtitle 'Serving the needs of XXXXX pension participants'. A photograph of an elderly couple is shown. Below the photo are two buttons: 'Login' (with a link 'Forgot your password?' below it) and 'Create Account' (with a link 'Need help?' below it).

If you have questions, you can contact us via phone/fax/email. Our contact information is listed below:

Midland National Pension
4225 38th Street South, Suite 201
Fargo, ND 58104
Toll-Free Phone: 1-833-496-0546
Fax: 1-701-433-6625
Email: CM-PRT@sfgmembers.com
Web Support: CM-PRTWebSupport@sfgmembers.com