

REGISTRATION

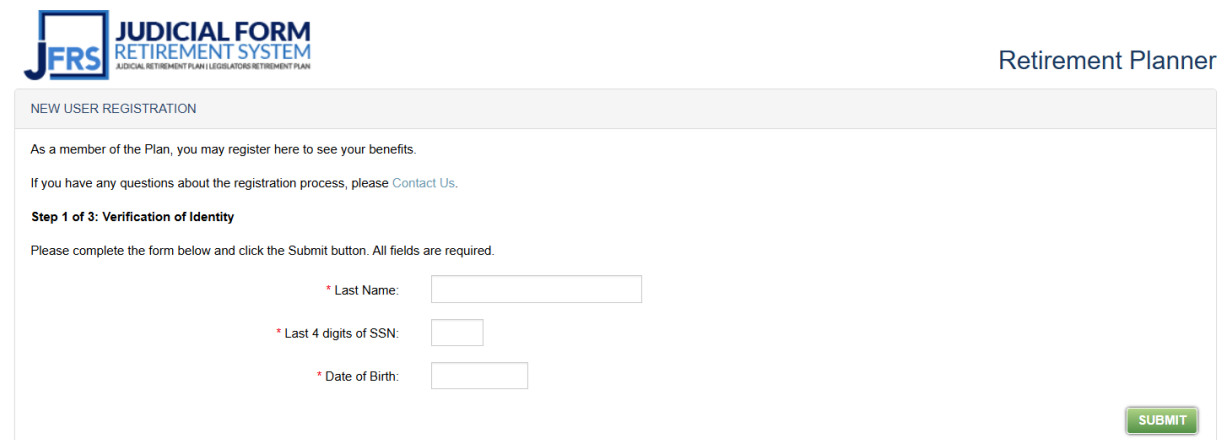
Follow these steps to register for the Self Service Portal:

1. From the Login page of the Employee Portal, www.marcweb.com/plannerKYJ, click on **New User Registration**.



The screenshot shows the login interface for the Judicial Form Retirement System. At the top left is the JFRS logo, and to its right is the text "JUDICIAL FORM RETIREMENT SYSTEM" with "JUDICIAL RETIREMENT PLAN | LEGISLATORS RETIREMENT PLAN" below it. Below the header is a grey bar with a person icon and the word "LOGIN". The main area contains two input fields: "User Name:" and "Password:". To the right of the "User Name:" field is a link "Forgot User Name". To the right of the "Password:" field is a link "Forgot Password". Below the input fields is a green "LOG IN" button. Further down is a paragraph of security advice: "For security reasons, please do not save your username and password on public computers or shared browsers. This can lead to an unwanted person accessing your information. If you have any questions or concerns please contact the Plan Administrator." At the bottom is a green "NEW USER REGISTRATION" button.

2. In Step 1, enter your Last Name, Last 4 digits of your SSN, your Date of Birth, and click **Submit**.



The screenshot shows the "NEW USER REGISTRATION" page. At the top left is the JFRS logo, and to its right is the text "JUDICIAL FORM RETIREMENT SYSTEM" with "JUDICIAL RETIREMENT PLAN | LEGISLATORS RETIREMENT PLAN" below it. At the top right is the text "Retirement Planner". Below the header is a grey bar with the text "NEW USER REGISTRATION". The main area contains the following text: "As a member of the Plan, you may register here to see your benefits." followed by "If you have any questions about the registration process, please [Contact Us](#)." Below this is the section "Step 1 of 3: Verification of Identity" with the instruction "Please complete the form below and click the Submit button. All fields are required." There are three input fields: "* Last Name:", "* Last 4 digits of SSN:", and "* Date of Birth:". At the bottom right is a green "SUBMIT" button.

3. In Step 2, note your suggested User Name or enter a different User Name considering the guidelines, enter and confirm a Password considering the guidelines, enter and confirm an Email Address, and click **Submit**.

The screenshot shows the 'NEW USER REGISTRATION' page for the 'JUDICIAL FORM RETIREMENT SYSTEM'. It is 'Step 2 of 3: Create Account'. The page provides guidelines for user names and passwords. The user name field is empty with a red error message 'User name is required'. The password and confirm password fields are also empty. The email and confirm email fields are empty. A green 'SUBMIT' button is at the bottom right.

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NEW USER REGISTRATION

Step 2 of 3: Create Account

Your suggested user name is shown below. If you want to use a different user name, please consider the following guidelines:

- User names are not case-sensitive (upper or lower-case letters can be entered when logging in)
- Must be between 3 and 20 characters in length
- Must contain only letters and numbers (no spaces or special characters allowed)

* User Name:

User name is required

Password Guidelines

- Passwords are case-sensitive (upper-case and lower-case letters are different)
- The password must be a minimum of 10 characters in length
- Must contain at least one lowercase letter ('a'-'z')
- Must contain at least one uppercase letter ('A'-'Z')
- Must contain at least one digit ('0'-'9')
- Special (non letter or digit) characters are permitted but not required

* Password:

* Confirm Password:

An email address is required for Plan communication. Please enter your email address below.

* Email:

* Confirm Email:

SUBMIT

4. You will be brought to a Confirm Email Address page that says 'Please check your email and click the link to confirm your email address.', and an email will be sent to the email address in Step 3. Open the email and click the word 'here' in the sentence 'Please confirm your email address by clicking here'.

The screenshot shows the 'NEW USER REGISTRATION' page for the 'JUDICIAL FORM RETIREMENT SYSTEM'. It is 'Step 3 of 3: Confirm Email Address'. The page instructs the user to check their email and click a link to confirm their email address. It also states that the user will not be allowed to log in until their email address is confirmed.

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NEW USER REGISTRATION

Step 3 of 3: Confirm Email Address

Please check your email and click the link to confirm your email address. Check your spam folder if you do not see the message in your inbox after a few minutes.

You will not be allowed to log in until your email address is confirmed.

The screenshot shows an email client window titled 'Confirm Your Email Address - Message (HTML)'. The email is from 'RP' (Retention Policy) to a user. The email content asks the user to confirm their email address by clicking a link. The email also includes a 'Share to Teams' button and a 'Find' search bar.

Confirm Your Email Address

RP [Redacted]

Retention Policy New 729 Delete Inbox (1 year, 12 months) Expires 9/3/2027 Thu 9/4/2025 12:46 PM

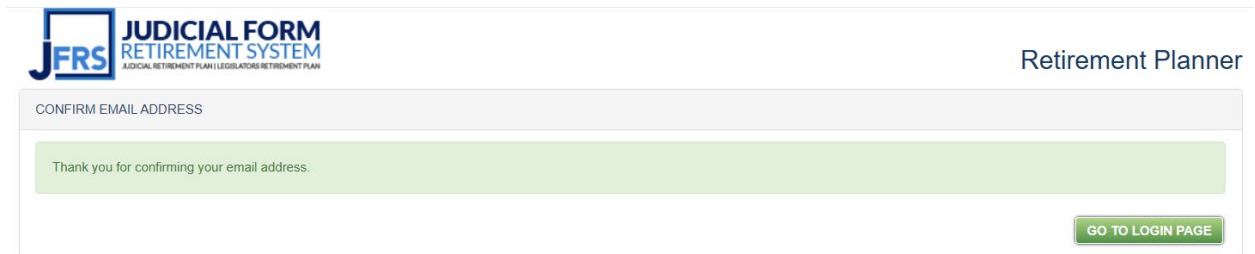
Hello [Redacted],

Thank you for registering.

Please confirm your email address by clicking [here](#).

If you have any questions about the registration process, please [contact the Plan administrator](#).

5. A new browser window will open that says 'Thank you for confirming your email address.' Click the GO TO LOGIN PAGE button.



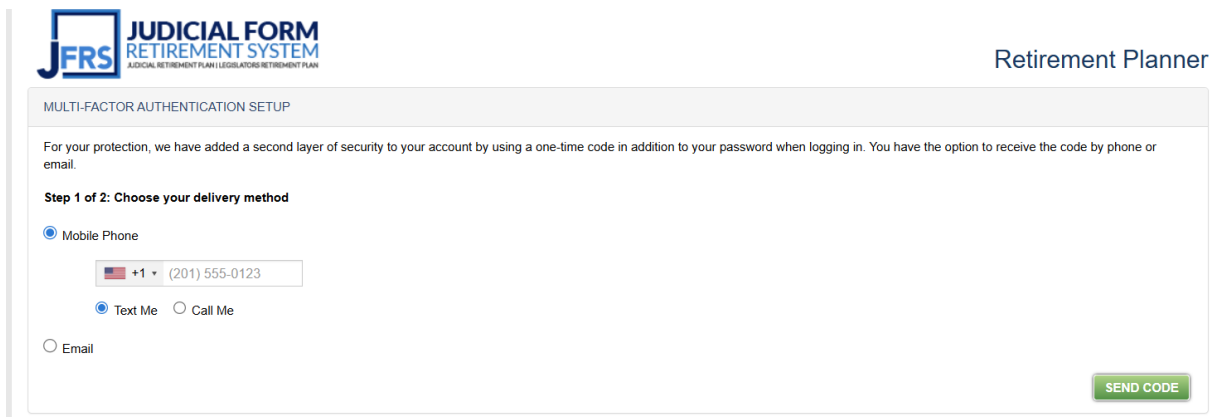
The screenshot shows the 'CONFIRM EMAIL ADDRESS' page of the Judicial Form Retirement System. At the top left is the JFRS logo and the text 'JUDICIAL FORM RETIREMENT SYSTEM' and 'JUDICIAL RETIREMENT PLAN | LEGISLATORS RETIREMENT PLAN'. At the top right is the text 'Retirement Planner'. Below the header is a green message box that says 'Thank you for confirming your email address.' At the bottom right is a green button labeled 'GO TO LOGIN PAGE'.

6. On the Login page, enter your User Name and Password that you set up and click **Log In**.




The screenshot shows the 'LOGIN' page of the Judicial Form Retirement System. At the top left is the JFRS logo and the text 'JUDICIAL FORM RETIREMENT SYSTEM' and 'JUDICIAL RETIREMENT PLAN | LEGISLATORS RETIREMENT PLAN'. At the top right is the text 'Retirement Planner'. Below the header is a section titled 'LOGIN' with a user icon. It contains two input fields: 'User Name:' and 'Password:'. To the right of the 'User Name' field is a link 'Forgot User Name'. To the right of the 'Password' field is a link 'Forgot Password'. Below the input fields is a green button labeled 'LOG IN'. Below the 'LOG IN' button is a security warning: 'For security reasons, please do not save your username and password on public computers or shared browsers. This can lead to an unwanted person accessing your information. If you have any questions or concerns please contact the Plan Administrator.' At the bottom is a green button labeled 'NEW USER REGISTRATION'.

7. In Step 1 of 2 of the Multi-Factor Authentication Setup, choose 1 of the 3 delivery methods: Text a Mobile Phone, Call a Mobile Phone, or Email (If you choose the Email method, you will have the option to add a Mobile Phone number later), and click SEND CODE.



The screenshot shows the 'MULTI-FACTOR AUTHENTICATION SETUP' page of the Judicial Form Retirement System. At the top left is the JFRS logo and the text 'JUDICIAL FORM RETIREMENT SYSTEM' and 'JUDICIAL RETIREMENT PLAN | LEGISLATORS RETIREMENT PLAN'. At the top right is the text 'Retirement Planner'. Below the header is a section titled 'MULTI-FACTOR AUTHENTICATION SETUP'. It contains a message: 'For your protection, we have added a second layer of security to your account by using a one-time code in addition to your password when logging in. You have the option to receive the code by phone or email.' Below this is a section titled 'Step 1 of 2: Choose your delivery method'. It contains three radio buttons: 'Mobile Phone' (selected), 'Text Me', and 'Call Me'. Below the 'Mobile Phone' radio button is a dropdown menu showing '+1' and a text input field containing '(201) 555-0123'. Below the 'Text Me' radio button is a radio button labeled 'Email'. At the bottom right is a green button labeled 'SEND CODE'.

8. In Step 2 of 2 of the Multi-Factor Authentication Setup, enter the Code you received, and click VERIFY CODE.

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MULTI-FACTOR AUTHENTICATION SETUP

For your protection, we have added a second layer of security to your account by using a one-time code in addition to your password when logging in. You have the option to receive the code by phone or email.

Step 2 of 2: Enter verification code


A text message has been sent to your phone.

You should receive your code in the next few minutes. Enter the 6-digit code below.

Code:

☐ Remember this device 📱
(Not recommended for public devices.)

9. On the Access Agreement page, read the Access Agreement and when ready, click **I Agree**.

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ACCESS AGREEMENT

Please read and accept the Access Agreement to use this Retirement Planner.

MARC Access Agreement

IMPORTANT - READ CAREFULLY BEFORE PROCEEDING.

By clicking "I Agree" you accept this Agreement.

THIS IS A LEGAL AGREEMENT BETWEEN YOU, THE END USER, AND MILLIMAN.

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10. Congratulations! You are registered for the Self Service Portal, and you will be brought to the Summary of Benefits page!