

January 30, 2019

«Name»

«Address»

«City», «Province» «Postal_Code»

PRIVATE AND CONFIDENTIAL

Dear «Name»:

Re: BC Target Benefit Pension Plan – Quick Reference Guide

The system will allow you to see the total value of your pension, history of required contributions received after June 30, 2016, as well as the opportunity to estimate your future pension.

The Pension & Benefits system allows you to create personal accounts where you can safely access and view your secured personal data regarding your pension plan.

There are four steps to creating your account:

1. Verify your membership in your pension plan
2. Create your account
3. Log in and verify your identity
4. Access your account and view your data

The Quick Reference Guide to setting up your pension account is included with this letter. The guide refers to an ID number that you will need to set up your account. This ID was sent to you previously.

If you encounter an error message or any difficulty in setting up your account, please contact D.A. Townley at 1-800-663-1356 or pensions2@datownley.com and we will be happy to help you. It may be that the system is unable to verify your identity because your birth date is not on file.

Sincerely,
D.A. TOWNLEY

Bobby Han
Plan Administrator
CUPE 1816

31Jan2019 Member Notification.doc



D.A. Townley is proud to offer our BC Target Benefit Pension Plan Members access to our best-in-class Canadian Pension & Benefits Administration system. Your account access offers many useful features including a Pension Estimator.

Set up your member account in 4 easy steps:

To create your account access, you'll need:

- i. internet access
- ii. an email account
- iii. the ID provided to you by D.A. Townley

1

Verify Your Membership

- i. <http://signup-bcgeu.oлиеportal.co> (.co not .com)
- ii. Enter your ID without including any spaces
- iii. Select your date of birth
- iv. Click on *Verify Membership*

Member Portal

Verify Membership Create Account Portal Access

Please provide your ID and date of birth to help verify your membership.

* ID

* Month

* Day

* Year

VERIFY MEMBERSHIP

Contact Info

For assistance, please contact D.A. Townley at:
1-800-663-1356
Or online at:
pensions2@datownley.com

2

Create Your Account

- i. Fill in your email address twice to ensure accuracy
- ii. Enter your password twice to ensure accuracy (minimum 8 characters)
- iii. Click on *View Terms and Conditions* to read
- iv. Check the box to accept the terms after reading
- v. Click on *Create Account*

✓ Your Membership has been verified!

Member Portal

Verify Membership Create Account Portal Access

* Email Address

* Verify Email

* Password

* Verify Password

View Terms and Conditions

Click to accept terms and conditions.

Cancel CREATE ACCOUNT

Small enough to know you, big enough to serve you.

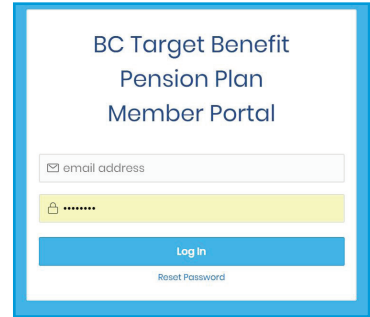
The information you will be able to see includes:

- The address, gender, phone numbers and date of birth D.A. Townley has on record for you
- Your employer's name and phone number
- The total value of your pension
- History of required contributions received after June 30, 2016
- Your voluntary account balance (if applicable)
- A Pension Estimator

3

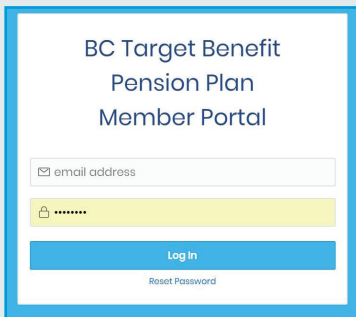
Verify Your Identity

- Once you receive the message that your account has been created, please go to <https://datownley-bcgeu.olliportal.co/> (.co not .com). This will be the link for all of your future account access. Save to favourites.
- Enter your email address
- Enter your password
- Click on *Log in*



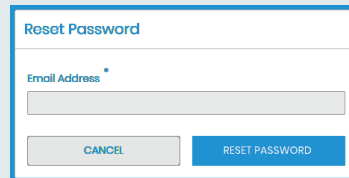
To reset your password at any time:

- Go to the Member Portal



- Click *Reset Password*

Enter your email address



- Click *Reset Password*

You will receive an email with instructions on how to complete the password reset

Small enough to know you, big enough to serve you.