



## Retirement Savings Plan

Proper's match is \$.50 per dollar of our Associates first 2.5% of wage contributions and \$.25 per dollar of our Associates next 2.5% of wage contributions to our 401 (k) Plan.

If you are not currently enrolled or would like to increase your contributions to take advantage of this enhancement to Proper's 401(k) match, please review the options below.

Get started today to enhance your personal retirement savings program:

1. Online: <https://www.trsuretire.com/webportal/propergroup/index.html>
  - a. If you haven't set up an account, you will have to select "New User"
    - i. <https://ddol.divinvest.com/ddol/util/createldPassword.html>
  - b. If you have set up an account but are not actively participating, please select "Forgot your ID or Password?"
  - c. Both options will have you validate your payroll records and personnel data Proper has on file in Paycor.
2. Telephone Customer Service: **800-755-5801**

Visit the Transamerica website for further resources and contacting Transamerica to speak with a representative. Have accounts with previous employers? Transamerica has a designated team to support you through the transition (see below)

Learn more about the website and online platform, very easy user friendly: [https://youtu.be/l9-11\\_GDzG4](https://youtu.be/l9-11_GDzG4)

## By phone

Call us at 800-755-5801. Our Customer Care team is available Monday through Friday, 8 a.m. to 9 p.m. ET. If you have an online

account, please have your log-in information handy. To take a closer look at your retirement strategy, schedule a call with one of our retirement planning consultants.

The role of the retirement planning consultant is to assist you with your savings and investment plan. There are no fees or commissions for meeting with your retirement planning consultant, who is a registered representative with Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY 10528.

## Have accounts with previous employers?

Consolidating your retirement accounts into your current account may help you be more prepared for retirement. Learn about your options by speaking with one of our consolidation specialists using any of these methods:

- Call **800-275-8714**
- Email [consolidate@transamerica.com](mailto:consolidate@transamerica.com)
- Schedule a free session with a consolidation specialist.

## Paycor

(Payroll & Human Resources Information System)

All associates have a personnel record within their Paycor account, please keep in mind this is your designated area for direct deposits, addresses, personnel records, training documents, beneficiaries (for life insurance, 401k is kept through Transamerica account), certifications, emergency contacts. Please keep all this information accurate and updated, as we receive system enhancements, communications will become available.

\*for further details regarding our system, please visit page 23-28 to check out the flyers\*