



*Technology for Better Buildings*

**To:** LONG Benefit-Eligible Employees  
**Company:** LONG Building Technologies, Inc.  
**From:** Human Resources (HR)  
**Subject:** 401(k) General Instructions

Plan ID#: 110514308  
Plan Name: LONG Building Technologies, Inc. 401(k) Retirement Plan

**How to Enroll in 401(k):**

1. Eligible the first quarter after your first year anniversary
2. Complete and SIGN the SunLife Designation of Beneficiary Form
3. Complete and SIGN the SunLife Enrollment Form
  - a. Enter a percentage, NOT a dollar amount
  - b. Fund Distribution must equal 100%
4. Return both forms to Human Resources

**How to Sign into Account Online:**

- ❖ Log on to [www.sunliferetirement.com](http://www.sunliferetirement.com)
  - Click on link SunLife Retirement Plan Participants
  - Enter social security number and your pin (which is last 4 digits of SS#)
  - Note: After your first time logging in, please change password.
- ❖ Call MFS Retirement Plan Information Line at 800-854-0647
- ❖ HR has an extra computer station for you to use if you need to go online.
- ❖ Can also research Funds online or you can call Tom Alley (UBS) at 303-488-0888 or 800-305-0891.

**How to Change your Contribution Percentage:**

- ❖ Contact HR for appropriate form
  - Increases and Decreases will be effective next quarter
  - You may stop 401(k) contribution at anytime by changing your percentage to 0