



United States Canada
United Kingdom
Germany Netherlands

MassMutual 401K Enrollment Instructions

Information Regarding the MassMutual 401(K) plan

- Our 401(k) plan is through the MassMutual
- You are eligible to sign up as of the 1st day of the month after your start date. For example, if you start any day in March then you are eligible as of April 1.
- There is no company match.
- You are eligible to take one loan against your 401(k) up to 50% of your account balance.
- You can make changes to or cancel your 401(k) contributions at any time.

Application Process

To sign up, please complete and return the following two documents. Fax these forms to 678-990-9304 with attention to Britney or email the forms to Britney Hightower at bhightower@cor-tech.net. Once we receive the form(s), you will then be registered and you will be able to log in to view your account.

Sign-Up Form:

<http://www.cor-tech.net/startup/CorTech401kChangeForm.pdf>

Beneficiary Designation Form:

<http://www.cor-tech.net/startup/BeneficiaryDesignationForm-Hartford.pdf>

Managing Your Account

You can manage your account online or by phone. Please see the following PDF for instructions on calling and accessing your account online:

<http://www.cor-tech.net/startup/ParticipantLogInInstructionsMassMutual.pdf>