

Accessing Your Retirement Plan Information

Your retirement plan is vital to your long-term financial well being. Having access to account information helps you make those all-important financial decisions.

As a participant in our retirement plan, all of your account information is at your fingertips. You have daily access to information about your plan account balance and investments, and you can check this information as often as you wish.

You have two easy ways to access your retirement plan(s):

- 1) Access your account information online, or
- 2) Call the toll-free Commerce Retirement Information Line

Using the Internet:

To access your account online, visit www.commercebank.com

Select "**Access Your Accounts**" (top of page) then select "**Retirement Plan Account**". Enter your 4-digit Employer Access Code: **8868**.

You will be asked to enter your Social Security number and password, which initially is the last four digits of your Social Security number. Please keep your password to yourself to ensure security of your account information.

Using Benefits Phone Access:

To access your account by phone, call the Commerce Retirement Information Line at 1-866-319-8941

After the prompt, enter your:

- Account number (Social Security number)
- Password (initially, the last four digits of your Social Security number)

Select from the following Main Menu options:

- ① Balance Information
- ② Investment Information
- ③ Loan Information
- ④ Transfer Between Investments
- ⑤ Confirm Ending Balances
- ⑨ Return to Previous Menu
- ⑩ Speak to a Representative
- * End Call

Simply choose the menu option(s) you want and follow the directions.

24 Hours A Day, Seven Days A Week.

