

## How to run a **Participant Address Listing** on Plan Sponsor

Go to [www.mypencorp.com](http://www.mypencorp.com) and choose Plan Sponsor Logon and enter your USER ID and password to login.

Pension Corporation of America  
Alliance Benefit Group

MY PLAN(S) REPORT CENTER

Report Center Home Participant Activity

Select Filter Results

### Employee Census

- Address Changes
- Deferral Changes
- Distributions
- Employee Census
- Loans
- Terminations

Next

### Go to **Report Center:**

- Click on the Participant Activity tab
- Choose Employee Census
- Click the next button

### Under **Report Parameters:**

- Check  the box to the left of company name
- Start Date – enter current date
- End Date – enter current date
  - Include Expunged Participants –
  - Use AsOf Date for Balances –
  - Show Full SSN – choose  or

XXX : SAMPLE CORPORATION 401(K) PLAN

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Start Date  
mm/dd/yyyy

End Date  
mm/dd/yyyy

Include Expunged Participants

Use AsOf Date for Balances

Show Full SSN

**For Status Codes:**

- Check a the ALL box
- Click the > box to move codes to the box on the right
- Click Submit button

**Optional Filters for Census Information:**

- Click on the button to the top right of the census to add or remove data from the census
  - Click the check mark ✓ to turn **off** information
  - Click the x to turn **on** information

Plan ID	First Name	Last Name	Address Line 1	Address Line 2	City	State	Zip	Home Phone	Work Phone
XXX	BIG	DUDE	2306 PARK AVENUE		CINCINNATI	OH			
XXX	SUSIE	EMPLOYEE	4521 MT ADAMS WAY		CINCINNATI	OH			
XXX	ROBERT	INVESTOR	12568 MUTUAL FUND WAY		CINCINNATI	OH			
XXX	SALLY	CONTRIBUTOR	958 SUNSET DRIVE	APT. 1	CINCINNATI	OH			
XXX	JOE	PARTICIPANT	101 WACKY DRIVE		CINCINNATI	OH			
XXX	MICHAEL	HARDWORKER	2133 Luray Avenue		Cincinnati	OH			
XXX	ENROLLMENT	AUTO	125 Lesser Street		Pleasantville	OH			
XXX	FORFEITURE	ZZ							
XXX	LARGE	BALANCE	2135 LURAY		Cincinnati	OH	45224		
XXX	BALANCE	NO							
XXX	JOHNNY	INVESTMENT	123 RETIREMENT LANE		CINCINNATI	OH	45206		

Total Vested Balance  
 Roth Total Balance  
 Roth Vested Balance  
 401k Contribution  
 Roth Deferral Rate  
 SSN  
 Mobile Carrier


### Saving the Census File:

- Click on Excel Icon in the upper right of the census window



Plan ID	First Name	Last Name	Address Line 1	Address Line 2	City	State	Zip	Home Phone	Work Phone
XXX	BIG	DUDE	2306 PARK AVENUE		CINCINNATI	OH	45206		
XXX	SUSIE	EMPLOYEE	4521 MT ADAMS WAY		CINCINNATI	OH	45237		
XXX	ROBERT	INVESTOR	12568 MUTUAL FUND WAY		CINCINNATI	OH	45206		
XXX	SALLY	CONTRIBUTOR	958 SUNSET DRIVE	APT. 1	CINCINNATI	OH	45206	317-555-5581	
XXX	JOE	PARTICIPANT	101 WACKY DRIVE		CINCINNATI	OH	45215		
XXX	MICHAEL	HARDWORKER	2133 Luray Avenue		Cincinnati	OH	45206	513-281-3366	
XXX	ENROLLMENT	AUTO	125 Lesser Street		Pleasantville	OH	45000		

- Click on file on bottom right of screen to **Open** and **View** file in Excel
- Click Enable Editing
- Save file

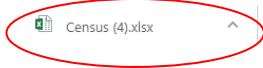


Plan ID	First Name	Last Name	Address Line 1	Address Line 2	City	State	Zip	Home Phone	Work Phone
XXX	BIG	DUDE	2306 PARK AVENUE		CINCINNATI	OH	45206		
XXX	SUSIE	EMPLOYEE	4521 MT ADAMS WAY		CINCINNATI	OH	45237		
XXX	ROBERT	INVESTOR	12568 MUTUAL FUND WAY		CINCINNATI	OH	45206		
XXX	SALLY	CONTRIBUTOR	958 SUNSET DRIVE	APT. 1	CINCINNATI	OH	45206	317-555-5581	
XXX	JOE	PARTICIPANT	101 WACKY DRIVE		CINCINNATI	OH	45215		
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XXX	ENROLLMENT	AUTO	125 Lesser Street		Pleasantville	OH	45000		
XXX	FORFEITURE	ZZ							
XXX	LARGE	BALANCE	2135 LURAY		Cincinnati	OH	45224		
XXX	BALANCE	NO							

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[Browser Requirements](#)



Show all X