



Respecting People. Impacting Business.™

EXPRESS EMPLOYMENT INTERNATIONAL  
9701 Boardwalk Boulevard  
Oklahoma City, OK 73162  
(405) 840-5000

Dear Express Associate:

As our valued associate, you are eligible to enroll in the **Express Employment Professionals 401(k) Retirement Savings Plan** at any time. This Plan allows you to invest for retirement on a pre-tax basis.

The Plan we offer is a valuable benefit to help you save for the future. Saving now can help provide income you will need at retirement. And participating in the Plan is easy. You contribute a portion of your pay to your 401(k) account each payday through convenient payroll deduction. And since your contributions are deducted before your paycheck is taxed, you save on taxes as well.

You can view **Plan Highlights**, Fund Information, Fee Disclosures and even information on Investment Basics online at <http://expresspros.com/401k> (no login required).

If you would like to enroll in the Plan, **please provide the following information** to our corporate headquarters so that we can give you access to the StartRight website. This secure portal is where you will be able to enroll online and manage your 401(k) account in the future.

Name: \_\_\_\_\_ Social Security No: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Express Office # \_\_\_\_\_

Forward this information to the benefits team at our corporate headquarters by emailing it to [Benefits2@ExpressPros.com](mailto:Benefits2@ExpressPros.com) or mailing to:

Express Employment International  
Attn: Benefits Team, Human Resources Department  
9701 Boardwalk Boulevard  
Oklahoma City, OK 73162

We hope you take full advantage of what the Express Employment Professionals 401(k) Retirement Savings Plan has to offer. After submitting the requested information, **you will receive an email** with a link to your secure, personalized 401(k) account on the StartRight website.

Deductions will begin the first pay period of the month after you have completed your enrollment on the StartRight website. If you do not receive an email within ten (10) days of submitting this form explaining how to complete your enrollment with StartRight, please contact [Benefits2@ExpressPros.com](mailto:Benefits2@ExpressPros.com).

Feel free to contact the benefits team at [Benefits2@expresspros.com](mailto:Benefits2@expresspros.com) if you have any questions.

Sincerely,

Benefits Team