Pensions Made Easy®
Request your distribution online.

1  Log in:
Go to www.pensionsmadeeasy.com. Click on “Participant (P-PAW) Login” in the gray box toward the bottom of the page which will then take you to the Participant Login screen as seen to the right. You will click on New User Sign-Up if you have not used this system before. If you have used it, you will enter your User Name and Password click Login.

2  New User - Create your Username and Password
Provide the indicated information and create a user name and password.

NOTE: We now use a third-party verification service to authenticate your identity. You will go through their system before proceeding to Step 3.

3  Start the wizard
Click “Start Wizard”. Next follow the prompts to choose the plan you wish to request the distribution from and enter or confirm your personal information.

4  Tax Notice
Print and/or read the tax notice. Use the scroll bar to go to the bottom of the notice and check “I acknowledge receipt of this notice” and also click “I Accept” at the bottom of the page.
5 **Select activity**

Select the activity you are requesting and answer the subsequent questions related to that activity.

6 **Select your desired payment method**

Indicate how much you would like to withdrawal as well as how you would like your distribution paid out. Complete the information as requested on all screens that appear next.

7 **Review your information**

After completing all required screens, review the information you have entered and click **Submit**.

8 **Confirmation**

Print or write down the confirmation number you receive (P-PAWXXXX-XXX). A confirmation will also be emailed to you at the email address you have supplied through this process.

Congratulations – your distribution request will now be processed through our office.

If you have any questions feel free to call us at (937) 434-4488 or email us at dpsinfo@dpstpa.com. Thank you.