

# Pensions Made Easy®

Request your distribution online.

## 1 Log in:

Go to [www.pensionsmadeeasy.com](http://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**.

Retirement Experts  
DPS  
Dynamic Pension Services

**Participant Login**

Existing User: Type in your user name and password below. Your user name and password are case-sensitive.

User Name:

Password:   Show password

[New User Sign-Up](#)      [Forgot Password?](#)      [Distribution P-Paw Instructions](#)

## 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.

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**New P-PAW User - Step 1 of 3**

New User: In order to gain access to the DPS Participant Activity Wizard, please provide the information below and click the "Next Step" button.

Email:

Confirm Email:

SSN:  -  -

Date of Birth:  (MMDDYYYY)

Create User Name:  (text: first initial, last name)

Create Password:  (must be at least 6 characters)

Confirm Password:

## 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.

Activity Wizard    Tax Notice    Contact Us

Participant: Website1 Test    Log Out

**Welcome**

**Welcome to the DPS Participant Activity Wizard.**

This tool will allow you to enter activities which involve termination of employment, loan, hardship, and in-service withdrawal requests.

You may opt out of using this internet site and use, instead, a paper means of communicating with our office regarding your distribution request. However, using paper will not only delay the processing of your request but also may increase the cost of our administrative fee to finance your request.

If you wish to communicate with our office via paper, please exit from this site and call our office at 811-434-4488.

Dynamic Pension Services, Inc. is the sole owner of the information collected on this site. We only have access to information that you voluntarily give to us via email or through other contact with us. Dynamic Pension Services, Inc. will not sell or rent this information to anyone. To review our Privacy Policy please click the highlighted phrase.

Wizard Progress:

## 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.

Activity Wizard    Tax Notice    Contact Us    John Hancock Info

Participant: Website1 Test    Log Out

**IMPORTANT TAX NOTICE**

Please read and print off the following "Tax Notice" as it contains important information concerning your benefits and their potential taxation. You MUST scroll down to the bottom of the tax notice and click the "I acknowledge receipt of this notice" checkbox.

Information we use to receive tax treatment or payments from employer plans is: IRS Publication 575, Pension and Annuity Income; IRS Publication 590-A, Contributions to Individual Retirement Arrangements (IRAs); IRS Publication 590-B, Distributions from Individual Retirement Arrangements (IRAs); and IRS Publication 571, Tax-Sheltered Annuity Plans (403(b) Plans). These publications are available from a local IRS office, on the web at [www.irs.gov](http://www.irs.gov), or by calling 1-800-TAX-FORM.

I acknowledge receipt of this notice

By hitting the "I Accept" button you are acknowledging receipt of this notice and waive your 30 day period to consider your options.

If you wish to have 30 days or more to consider your options, please hit the "I Decline" button and you will immediately exit the program. You may start again after you have consulted with family, legal and/or tax advisors concerning your options.

  

Wizard Progress:

## 5 Select activity

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

Activity Wizard | Tax Notice | Contact Us | John Hancock Info | ABC Company  
Participant: Webster1 Test | LOG OUT

STEP 3

Please select only one activity type:

- Termination of Employment (Death, Disability, Furlough, Retired or Plan Termination)
- In Service or RMD
- Loan
- Hardship

Please note that you may click any of the red fields to change the related information.

Plan: ABC Company 401(k) Plan  
Participant: Webster1 Test

<< Back | Next >>

Wizard Progress: [Progress Bar]

## 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.

Activity Wizard | Tax Notice | Contact Us | John Hancock Info | ABC Company  
Participant: Webster1 Test | LOG OUT

STEP 4

Amount Requested:

- Maximum Available
- Dollar Amount \$
- Percentage %

Please note that you may click any of the red fields to change the related information.

Plan: ABC Company 401(k) Plan  
Participant: Webster1 Test  
Activity Type: In Service

<< Back | Next >>

Wizard Progress: [Progress Bar]

## 7 Review your information

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

Activity Wizard | Tax Notice | Contact Us | John Hancock Info | ABC Company  
Participant: Webster1 Test | LOG OUT

Review Choices

Please note that you may click any of the underlined red links to change the related information.

SIN: 12345678901011  
First Name: Webster1 | Last Name: Test  
DOB: 01/01/1980 | DOB: 00/01/2010  
Activity Type: In Service | Amount Requested: \$5.00

Participant Address:

Address: 2032 Main Simpson Rd  
Suite 50  
Mason, OH 45040  
Country: USA  
Email: info@dpstpa.com  
Phone: 513-123-4567

Lump Sum Information:

Method: Check  
Mail Check To: 2032 Main Simpson Rd  
Suite 50  
Mason, OH 45040  
Federal Tax Withhold: 30%

Submission of this activity will generate a \$65 fee from your account to cover administrative costs associated with this request. In addition, your Plan's financial institution may also charge your account a fee for processing this distribution. Please consult with your Plan's financial institution for a detailed explanation of their fees related to processing this distribution.

<< Back | Submit >>

Wizard Progress: [Progress Bar]

## 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.

Activity Wizard | Tax Notice | Contact Us | John Hancock Info | ABC Company  
Participant: Webster1 Test | LOG OUT

Confirmation

Thank You.

You have successfully submitted an activity through the DPS Participant Activity Wizard.

A confirmation e-mail has been sent to  
info@dpstpa.com

Your confirmation number is : P-PAW2024-1217

[Print Friendly Version](#)

If you have any questions please feel free to [contact us](#).

[Exit the Activity Wizard](#)

Wizard Progress: [Progress Bar]

**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](mailto:dpsinfo@dpstpa.com). Thank you.**