



February 18, 2016

***Re: 401k Voya Conversion Complete***

Dear Participants:

We have completed the 401k transition from The Principal to Voya. The blackout period has ended and you now have live access to your account information with Voya.

If you have a balance in your 401k account, a confirmation of your investment allocations on record with Voya, transfers from Principal and contributions during the blackout that Voya has received and invested have been mailed to your home address. Please remember we transferred your investment selections in Principal to like investments in Voya.

If you would like to access your account now, or begin contributions, you can call *Voya Access* at 1-800-584-6001, or you can access your account on-line at [www.voyaretirementplans.com](http://www.voyaretirementplans.com). You will need your Social Security number and Personal Identification Number (PIN). Your default PIN is initially set as the four-digit month and year of your birth (mmyy). Example, if you were born January 3, 1950, your temporary PIN would be 0150.

You will then be asked to create a personalized user name and password for subsequent access.

If you have any questions, *Voya Access* at 1-800-584-6001 for assistance.

Sincerely,

A handwritten signature in black ink that reads "Val Krasovec". The signature is written in a cursive style with a large, sweeping initial "V".

Val Krasovec

Director of Human Resources