



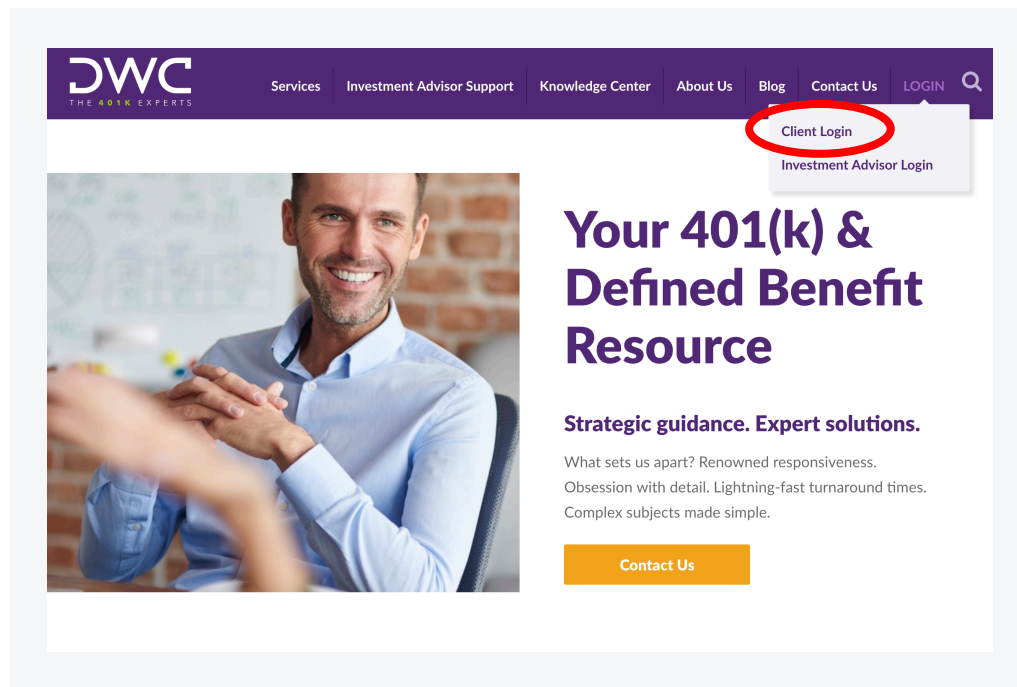
# How-To Guide:

## Accessing the DWC Portal for New Users

# Accessing the Form 5500 Portal

**Step 1:** Visit our website at [www.dwc401k.com](http://www.dwc401k.com).

**Step 2:** Select “Client Login” from the “LOGIN” dropdown list.



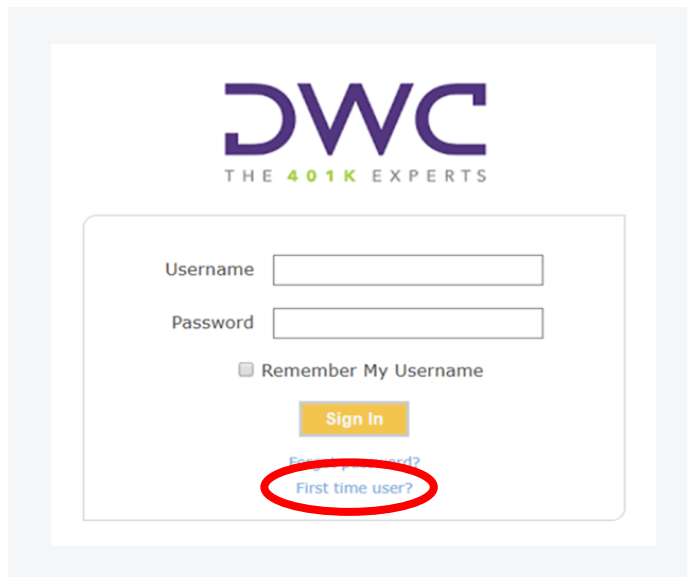


# Logging In

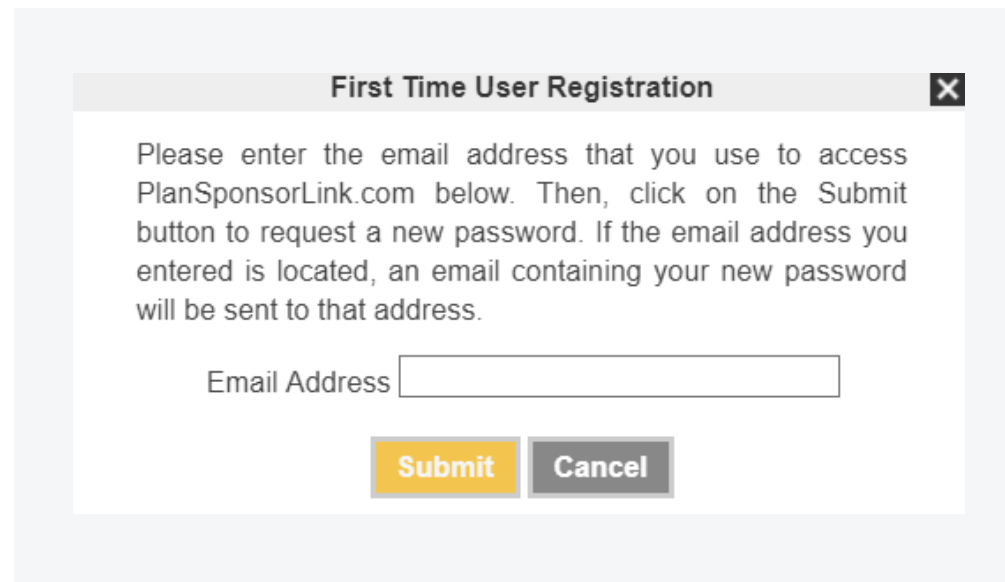
# Logging In

**Step 1:** Click “First time user?” at the bottom of the screen.

**Step 2:** Enter your email address in the box that appears and click the “Submit” button. You will receive an email with a default password.



The image shows the login interface for DWC THE 401K EXPERTS. At the top is the logo. Below it is a login form with fields for 'Username' and 'Password'. There is a checkbox labeled 'Remember My Username'. A yellow 'Sign In' button is below the password field. At the bottom of the form, the text 'Forgot your password?' is visible, and below that, the text 'First time user?' is circled in red.



The image shows a modal window titled 'First Time User Registration' with a close button (X) in the top right corner. The text inside the modal reads: 'Please enter the email address that you use to access PlanSponsorLink.com below. Then, click on the Submit button to request a new password. If the email address you entered is located, an email containing your new password will be sent to that address.' Below the text is an 'Email Address' label followed by a text input field. At the bottom of the modal are two buttons: a yellow 'Submit' button and a grey 'Cancel' button.

# Logging In

**Step 3:** Check to see If the address entered matches the address DWC has on file.

## **If the address matches**

You will receive an automated email from [admin@plansponsorlink.com](mailto:admin@plansponsorlink.com), providing you with a temporary password and a link to log in to the system.

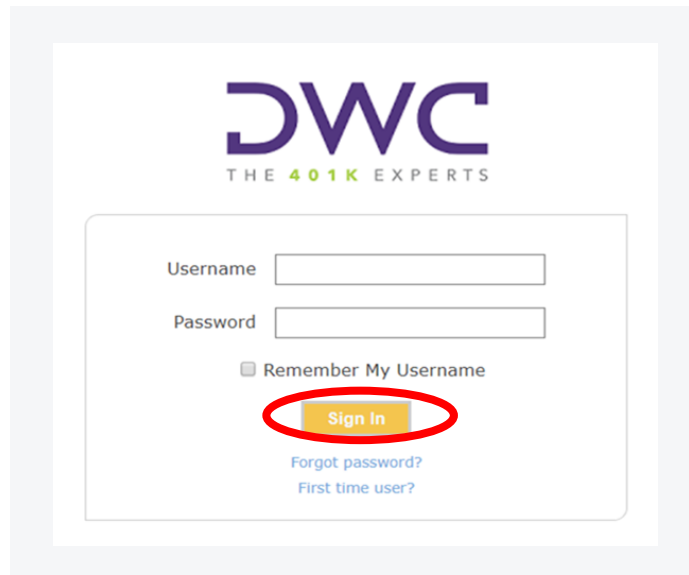
**Note:** Check your SPAM or junk email folder if you do not receive this email within a few minutes of clicking the “Submit” button.

## **If the address entered does not match**

Please contact your consultant for assistance.

# Logging In

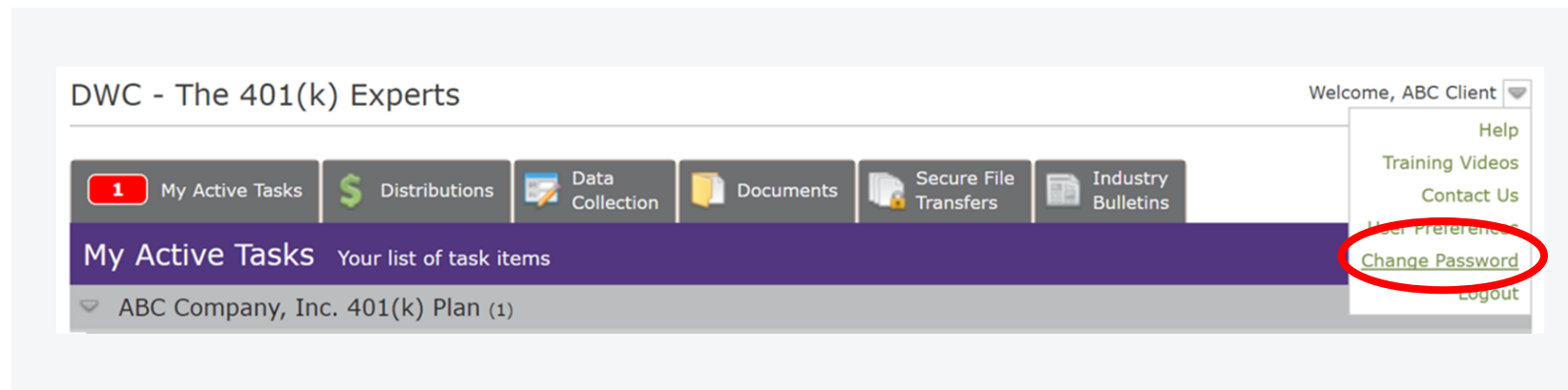
**Step 4:** Return to the main login screen, enter username/email address, your temporary password, and click the “Sign In” button.



The screenshot shows the login interface for DWK (The 401K Experts). At the top is the DWK logo with the tagline 'THE 401K EXPERTS'. Below the logo is a login form with two input fields: 'Username' and 'Password'. Under the 'Password' field is a checkbox labeled 'Remember My Username'. A red circle highlights the 'Sign In' button, which is a yellow button with black text. Below the 'Sign In' button are two links: 'Forgot password?' and 'First time user?'.

# Logging In

**Step 5:** Once logged in, please click the user menu at the top right of the screen. Select “Change Password” to create your unique password for future use.





## Get in Touch

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