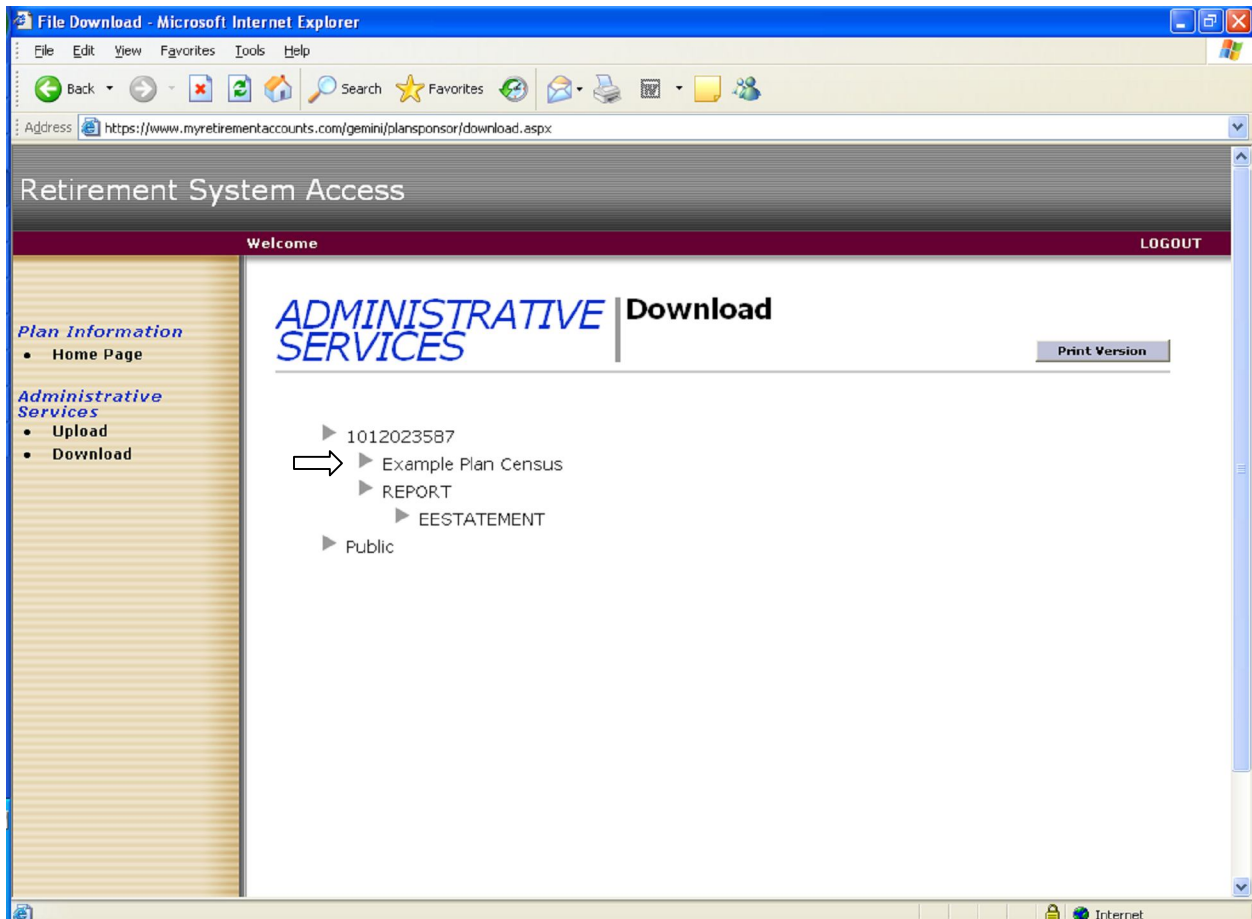


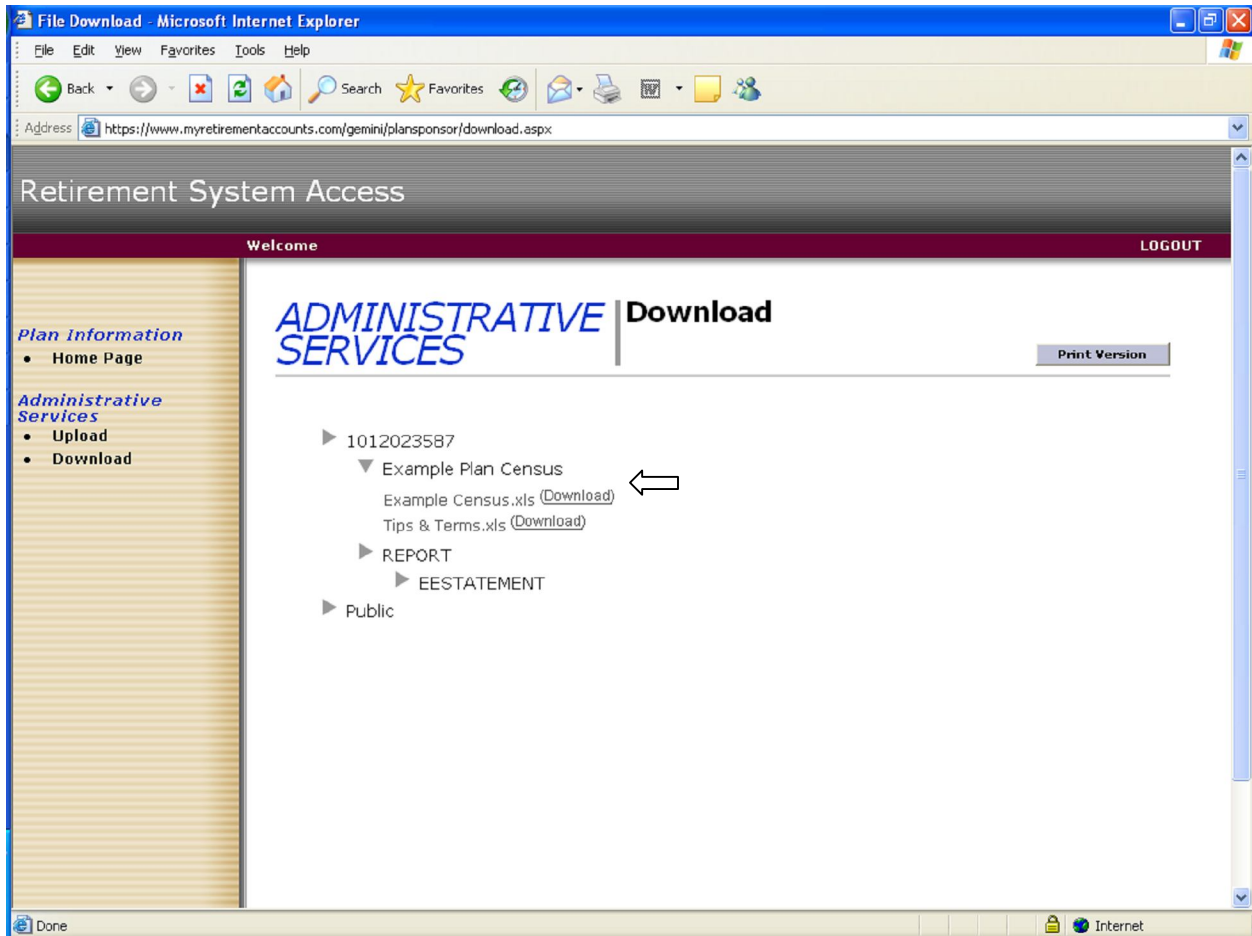
Census Instructions

Downloading the Census Report

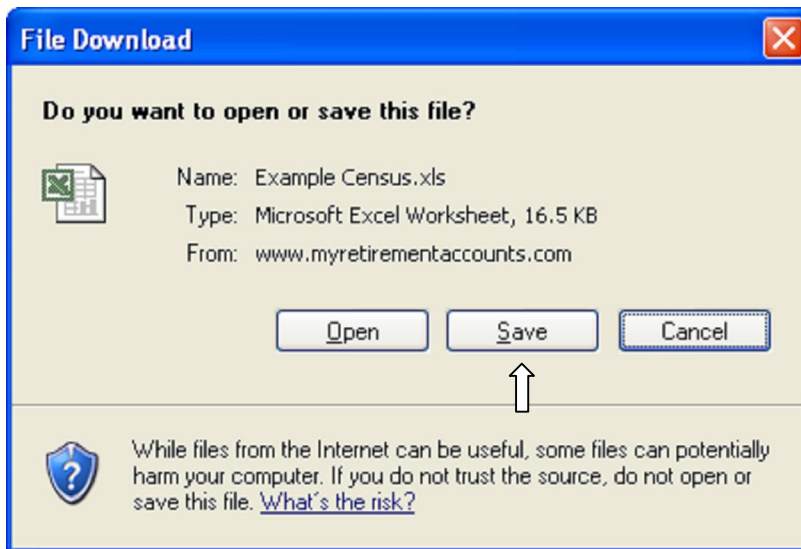
1. Log onto www.thevargocompany.com.
2. Click on [Account Access](#) located on the top right section of the web page.
3. Enter your username and password. (This information is contained in the census letter.)
4. Select [Plan Sponsor](#) and click on Submit.
5. Look for the [Administrative Services](#) heading which can be found on the menu on the left side of the screen. You may need to scroll down to view the entire menu.
6. Click on the [Download](#) option under the Administrative Services heading.
7. On the main screen, your username will appear. Beneath your username are several triangles. Click on the [triangle](#) which is on the same line that contains the word “[Census.](#)”



8. Two file names will appear: Census and Tips & Terms. (The Tips & Terms spreadsheet defines terms which are used on the census.) Click on [Download](#) next to the [Census](#) file name.



9. A File Download box will appear. Select **Save**. Please be sure to save the file to a secure location.



10. If desired, you can return to the website and download the Tips & Terms using the same process.

You may now logout of the website and begin completing the census report. Please note that the census file contains two tabs: the census and a supplement. It is important that both tabs be completed in their entirety before being uploaded.