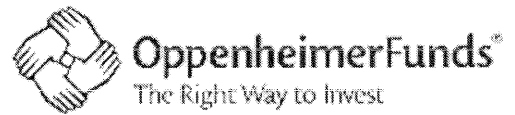


PSC/PL-Web Authorization Form



Part 1: Login Request Form

This form is used to request user IDs and passwords for access to the OppenheimerFunds Plan Service Center (PSC) or PartnerLink (PL).

The PSC is the primary tool used by plan administrators and plan contacts for online contribution processing, obtaining plan and participant data and for online approval of disbursements.

PartnerLink is the primary tool used by the Plan Sponsor's broker-dealers, registered representatives and third party administrators for on-line contribution processing, obtaining plan and participant data, requesting/downloading plan files and reports and accessing information regarding compensation.

The identified users listed below will receive an e-mail notification when their PSC/PL authorization request has been completed. If you do not receive within 10 business days, please call our helpdesk at 1-866-599-3062 option 1.

Plan Sponsor Information. Please complete the following:

Plan Name: _____

Plan Number: _____ Division (if applicable): _____

Contact Name: _____

Email: _____

Contact Phone: _____ Ext: _____

User Information		Access Level for PSC/PL and To Do List		Log On ID (for access update of an existing user only)
User(s) Name(s)	(E)mail Address (P)hone	PSC/PL	To Do List (TDL) Must be authorized plan signor for full access*	
<input type="checkbox"/> PSC <input type="checkbox"/> PL (select one)	(E)	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	
	(P)			
<input type="checkbox"/> PSC <input type="checkbox"/> PL (select one)	(E)	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	
	(P)			
<input type="checkbox"/> PSC <input type="checkbox"/> PL (select one)	(E)	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	
	(P)			
<input type="checkbox"/> PSC <input type="checkbox"/> PL (select one)	(E)	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	
	(P)			
<input type="checkbox"/> PSC <input type="checkbox"/> PL (select one)	(E)	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	<input type="checkbox"/> Inquire <input type="checkbox"/> Full <input type="checkbox"/> Remove	
	(P)			

Full PSC/PL access: allows users to enter, alter or delete participant information and the ability to view and update compliance data and upload census files. For contribution processing, full access provides access and authority to debit applicable bank accounts.

Full To Do List access: allows users to update and authorize participant withdrawal requests electronically. Full TDL access requires user to be an authorized plan signor. If applicable please also complete the Signature Authorization form and forward along with the access request.

PSC/PL -Web Authorization Form (continued)

Part 2: Plan Sponsor Agreement

- You agree to provide the necessary equipment required to support the OppenheimerFunds Plan Service Center (PSC) and PartnerLink (PL)
- All plan participant and employee data available through the PSC/PL is considered confidential and must be treated as such by your authorized person
- You assume responsibility for the proper use of the PSC/PL and for the information your authorized person inputs through the PSC/PL
- You are responsible for ensuring the accuracy and integrity of information that is provided by means of an electronic file through the PSC/PL. You must provide file layout descriptions in writing to PSC/PL Technical Support prior to initial processing and must notify PSC/PL Technical Support of any subsequent changes to the file format to avoid disruptions in processing
- You are responsible for ensuring that login IDs and passwords are kept confidential and secure. You must notify PSC/PL Technical Support immediately of terminations or changes in order to prevent inappropriate use of the PSC/PL
- Your authorized person(s) will be responsible for reviewing all transactions and verifying the accuracy of plan contributions and plan disbursement authorizations processed through the PSC

- The PSC/PL is protected through rights of proprietary ownership and shall not be disclosed to any other party or entity other than your authorized person and other authorized individuals providing plan level support
- This agreement shall be terminated in the event of termination of the Recordkeeping Services Agreement
- The security and privacy of the participant data you submit online depends on the security and privacy of the user names(s) and password(s) assigned to your employees. Therefore you should take steps to ensure that these are protected and updated appropriately. In the event that any individual authorized to access the online "Disbursement Authorization" feature terminates employment with your organization, you must notify the PSC Technical Support team, so that their access to our system is terminated

When users complete and submit disbursements online using their user ID and password, this will serve as their electronic signature and approval of the disbursement. Such electronic signatures will satisfy all legal signatory obligations of the Plan Sponsor and will carry the same legal authority as a handwritten signature. By signing this form, the Plan Sponsor hereby agrees to these terms. By signing this request form and by using the PSC, you hereby agree to the responsibilities outlined above and that the user names listed are authorized to use the PSC. For those who will be authorizing disbursements online, please ensure that a Signature Authorization Form is completed and submitted with this request.

Authorized Plan Signer

Signature	Date	Name and Title (print)
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NOTE: If Pay Centers and/or divisions exist with different contacts for each, please complete one login form for each Pay Center and/or division. PSC User IDs will not be issued until this signed Web Authorization Form is received by OppenheimerFunds

Please also complete the attached Plan Contact Change form as applicable.

Completed forms should be faxed to 303-801-6017 attention Oppenheimer Plan Support