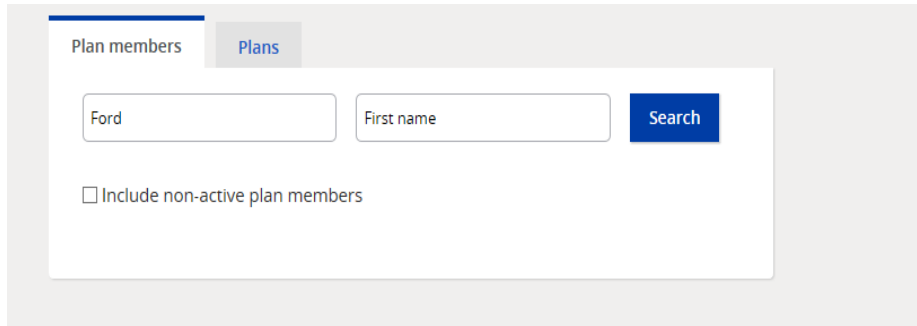


How to terminate a member's participation

Log into your account, go into dashboard, in the plan member tab type in member's last name and search:



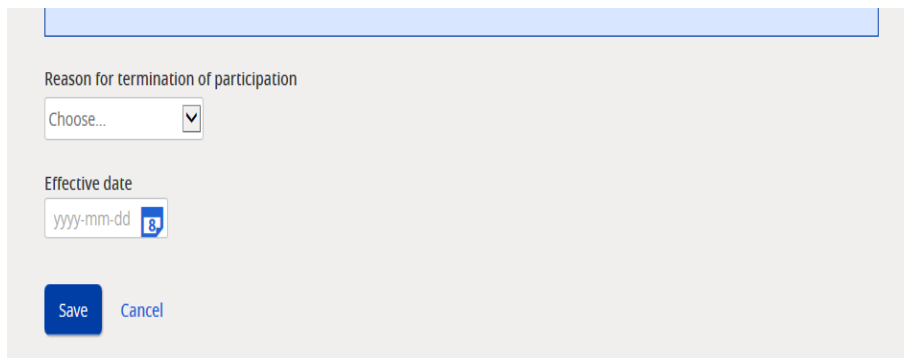
The screenshot shows a web interface with two tabs: 'Plan members' (active) and 'Plans'. Below the tabs is a search form with two input fields: the first contains 'Ford' and the second is labeled 'First name'. To the right of the second field is a blue 'Search' button. Below the search fields is a checkbox labeled 'Include non-active plan members' which is currently unchecked.

When in member profile, click on “Terminate participation”



The screenshot shows a 'Member file' section. At the top left of this section is a blue button labeled 'Terminate participation'. Below this is a blue header bar labeled 'General information'. Underneath the header bar, there are two columns: 'Name' and 'Address'.

Choose a reason, input effective date and click save



The screenshot shows a form for selecting a reason and an effective date. The title is 'Reason for termination of participation'. There is a dropdown menu with 'Choose...' and a downward arrow. Below that is a date input field with the placeholder 'yyyy-mm-dd' and a calendar icon. At the bottom left are two buttons: a blue 'Save' button and a 'Cancel' link.

A report will be generated over night, when iA receives member's last contribution we will issue a termination option package and send by mail to member's home address.