## Viewing/Printing a Loan Amortization Schedule

To view a new or existing participant loan schedule, please follow these steps:

- 1. Log in to the employer portal from sentinelgroup.com and select "Retirement" from the home page of the portal .
- 2. From the Plan Sponsor Dashboard, select Employee Management then sub-selection Find Employee.
- 3. Enter at least one employee search criteria (such as "Last Name," and click on SUBMIT

Sentinel Benefits	Good Morning, Sentinel Plan Sponsor 🗼 💿 🔅 🕞 Last Login: September 13, 2018 11:56 AM EST	
Statements	Employee Contribution Management Center	N Web Client Resources Distribution Approval Plan Selection $\checkmark$
Dian Cranser Dealahaard	Find Employee	۵
Plan Sponsor Dashboard	Add/Update EE	Print
Plan vear	Loan Summary	01/01/2018 - 12/31/2018
Plan contact		Client Services <clientcare@sentinelgroup.com></clientcare@sentinelgroup.com>

- 4. Click on the selected participant's masked social security number.
- 5. From the Participant's Dashboard, select Manage My Account then sub-selection View Loans.
- 6. Once on the View Loans screen, click on Amortization below the Actions heading

Sentine & FINAN	el Benefits						Participant name: Te	est Employee25	¢
Close Participa	nt My Plan Dashboard	View Investments	Manage My Account	Plan Statem Reports & Fo	ents, rms Fin	ancial Wellnes	s Education Financ	cial Finesse Contact	Us
Request a Distribution		Manage Investments							
View Loans		Request a	Request a Loan						
		View/Upda	ate Beneficiarie	6					
Loans			View Loan	IS					
Loan Number	Current Balance Amount	Initial Loan Amount	View Tran	sactions		xt Pay	Effective Date	Actions	
1	\$5,000.00	\$5,000.00	View Onlin	ne Requests		/03/2016	10/06/2016	Amortization	
	\$5,000,00								

7. After the participant's loan amortization schedule pops up on the screen, right-click anywhere on the schedule to print to a local printer or PDF document.

If you need additional assistance, please contact your Sentinel Plan Consultant.

