



**Please return by fax, mail or email to:**  
 Christian Brothers Retirement Planning  
 1205 Windham Parkway  
 Romeoville, IL 60446-1679  
 Fax: 630.378.2507  
 Email: rpscustomerservice@cbservices.org

**AUTHORIZATION FOR ADMINISTRATOR WEB ACCESS**

I hereby authorize Christian Brothers Retirement Planning Services to grant full online 403(b) Administrator Web Access to the following staff of:

\_\_\_\_\_

**6-Digit Location No.**

\_\_\_\_\_

**Employer Name**

\_\_\_\_\_

**City/State**

Name & Title	Email Address	Phone

Full Access allows the administrator to do the following: new Enrollments, status changes (terms, deaths, leave of absence, retirement), address updates, view Contribution History of Participants, Report Contributions and record payment, and view participant demographics.

*I understand that the access will remain in effect unless a change has been submitted in writing to Christian Brothers Retirement Planning Services.*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Manager's Signature)

Print Name & Title: \_\_\_\_\_

Please return form to Elisa Pantaleo by email at [elisa.pantaleo@cbservices.org](mailto:elisa.pantaleo@cbservices.org) or by fax at 630-378-2507.

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Christian Brothers Retirement  
 Planning Managing Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 James T. Ceplecha, Managing Director