

Quick guide to your online account



The system was improved with you in mind. You can enjoy the same features you're used to, but in a simpler, more intuitive way.

Logging in

You will log in the same way you always have with your same username and password. To access the login area, simply go to www.midamerica.biz. Enter your login credentials and select [Log in as Sponsor](#).



Understanding your Dashboard

Once logged in, your landing page is now referred to as your [Dashboard](#).

Investment	Fund ID	Balance	Participants
ING Aetna Fixed Annuity	ING-AETNA	\$355.00	1
ING Daily 2	INGD2	\$7,239.03	5
ING Northern Variable Annuity	INGVAR	\$347.50	1

Dashboard features:

Plan Balance Snapshot

When you log in, you'll immediately see your plan's balance and a summary of your plan.

Plan Summary

View snapshots of plan balances, activity, employees and divisions (which are your plan's classes) by selecting the tabbed choices in this section.

Payroll Contributions

View contribution history here.

Navigation Quick Tips

Outlining how to find your most-used functions from the top tool bar.



Navigate back to your homepage by selecting [Dashboard](#).



Access account information by selecting [Plan](#).



Upload files by selecting [Payroll](#), then [Upload File](#).



View transactions by selecting [Manage](#), then [Transaction History](#).



Find forms by selecting [Forms & Reports](#) then [Forms](#). Make sure to expand the row to reveal your forms.



Access investment information by selecting [Manage](#) then [Manage Investments](#).



Need help? Contact us by selecting [Contact Us](#).



Access withdrawal information by selecting [Loans & Withdrawals](#).



Update your personal profile by selecting [Settings](#), then [Personal Profile](#).



Have multiple plan types? Change the plan you're viewing by selecting [Benefits Summary](#).



View claim or distribution history by selecting [Payment History](#), then [Payments](#)