



BENEFIT PAYMENT PARTICIPANT WEB PASSPORT®

Immediate and secure access to benefit payment information

Northern Trust Benefit Payment Participant Web Passport® is a multi-faceted portal that allows payment recipients immediate and secure access to their program information 24/7.

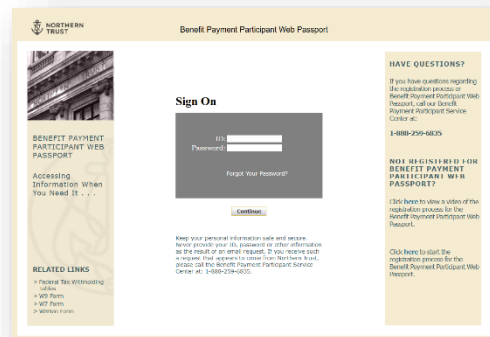
BENEFITS INCLUDE:

- **Self-enroll** into the application via a secure (256-bit SSL encryption) connection.
- **Access** real-time account information as well as historical tax statements via an easy-to-use inquiry and update Web interface.
- **Obtain** on-the-spot payment status (paid vs. outstanding).
- **Review** payment history and images of prior negotiated checks and direct deposit statements.
- **Update** address, tax and electronic deposit information.
- **Opt in** to receive email notifications of direct deposit statements

ENROLL TODAY:

You no longer need to manually fill out paper forms and mail the documents to Northern Trust for processing. Rather, tasks can now be completed electronically for instant confirmation and peace-of-mind. Enroll today to begin using Northern Trust Benefit Payment Participant Web Passport®.

- **Visit** northerntrust.com/bppweb.
- **Follow** prompt to register (you will see the link to register on the upper right-hand of the screen).
- **Complete** the secure enrollment process, you will be asked to provide key data elements to create a unique user identification and password.



For More Information:

Please continue to contact Richmond Retirement System for general inquiries concerning your payment information at **804-646-5958**.

For assistance specifically related to Benefit Payment Participant Web Passport enrollment or BPPW password resets please contact: **888-259-6835**.

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SYSTEM REQUIREMENTS FOR BENEFIT PAYMENT PARTICIPANT WEB PASSPORT

OPERATING SYSTEM/ WEB BROWSER

- Microsoft Edge Chromium (Windows 10)
- Chrome 83 or latest (Windows 10)
- Safari 11 (Mac OS)
- Chrome 83 (Mac OS)
- Firefox 71 or latest (Windows 10)

WEB BROWSER SETTING

Secure Sockets Layer must be enabled.

CONNECTIVITY

Broadband Internet connection with a minimum speed of 1.0 mbps is required with 2.0 mbps recommended.

DESKTOP REQUIREMENTS

- Intel® Pentium® processor (or equivalent)
- 1GB RAM is required
- Minimum display resolution of 1280 x 1024 by 32-bit color

SOFTWARE REQUIREMENTS

- Adobe Acrobat® Reader 5.0 or greater

ENCRYPTION

- Application users initiating add/change transactions need browsers with 128-bit encryption. All others must use a minimum of 40-bit encryption.
- Non-U.S. users must adopt the maximum encryption allowable (256-bit vs. 40-bit) for their country of origin.

PLUG-IN/OPERATING SYSTEM ADD ON

- Passport requires Adobe® Acrobat® Reader 9.2 or greater. This plug-in can be downloaded free of charge from <http://www.adobe.com>.

*If content presentation or application functionality issues arise, resources to address those issues are assigned only as available.

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