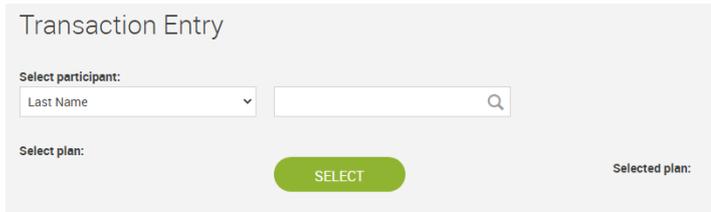


Employee Status Date Changes

Follow the instructions below to enter a date of termination manually through the Sentinel Plan Sponsor Web Portal. While status dates should normally be entered through Contribution Center Uploads, this option provides a manual update option, when needed.

1. Log into [Sentinel's Plan Sponsor Website](#)
2. Under the Transactions menu, select "Transaction Entry"
 - Enter participant information and "select"



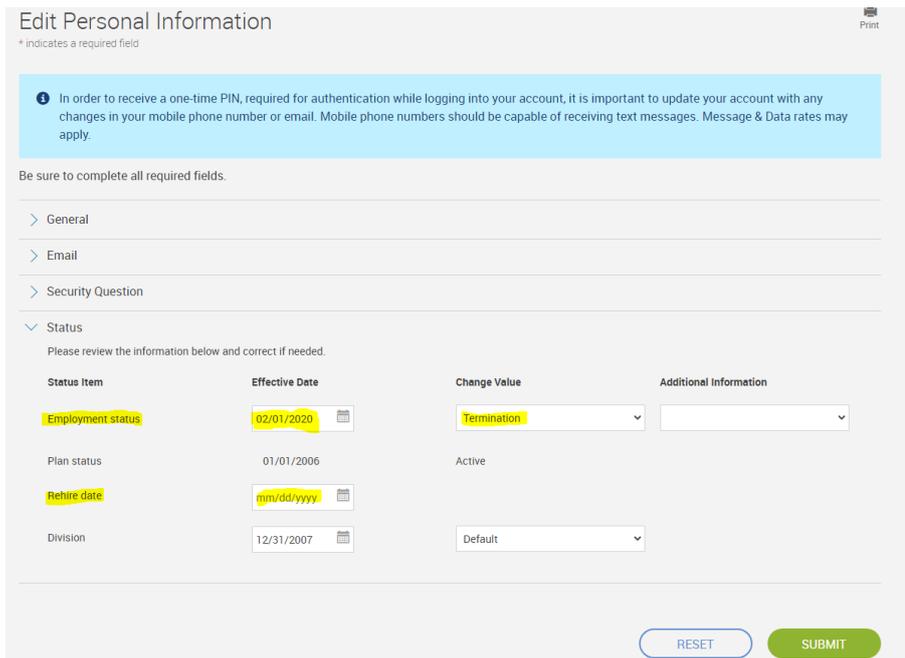
Transaction Entry

Select participant:

Last Name

Select plan: Selected plan:

3. Select the "Edit Personal Information" transaction type
4. Expand the Status section and update Employment Status Date or enter Rehire Date as applicable.
 - Termination Dates: Enter Date and Change Status Value to 'Termination'
 - Rehire: Enter date into Rehire Date



Edit Personal Information

* Indicates a required field

In order to receive a one-time PIN, required for authentication while logging into your account, it is important to update your account with any changes in your mobile phone number or email. Mobile phone numbers should be capable of receiving text messages. Message & Data rates may apply.

Be sure to complete all required fields.

> General

> Email

> Security Question

∨ Status

Please review the information below and correct if needed.

Status Item	Effective Date	Change Value	Additional Information
Employment status	02/01/2020	Termination	
Plan status	01/01/2006	Active	
Rehire date	mm/dd/yyyy		
Division	12/31/2007	Default	

5. Choose "Submit" to Save