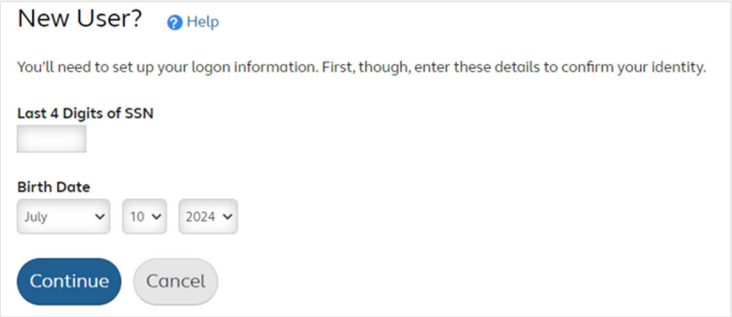
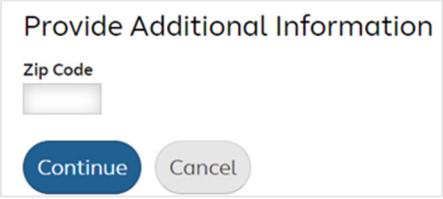
Registering for Alight

1. **Download Alight Mobile or go to** worklife.alight.com/Koch
   - Employer: Koch

2. **Click "New User?" or "Don't have User ID?"**

3. **Confirm your identity**
   - Last 4 digits of SSN
   - Birth Date
   - Zip Code

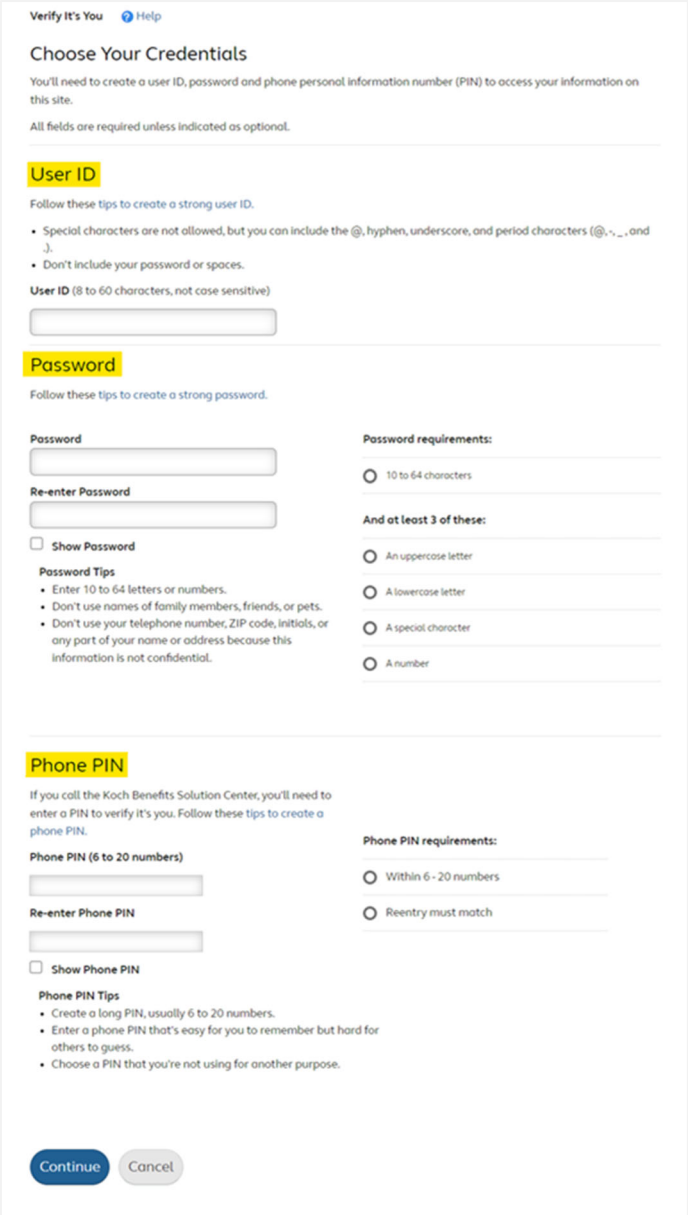




4. **User ID**
   - Not your name
   - Not the company's name
   - Not your password
   - Use a nickname or add numbers
   - Allowed characters @ - _ .
   - Other special characters or spaces not allowed

5. **Password**
   - 10-64 characters
   - Capital letter
   - Lower letter
   - Number
   - Special Character
   - The bubbles will be checked when you get it right!

6. **Phone PIN**

Number to verify your identity when you call the KBSC
   - 6 digits (numbers only)
   - Not sequential (not 123456)
   - Not repeating (not 334455)
   - Not your phone number, EEID, or SSN

7. **Security Questions**
   - Something you'll remember
   - Upper/lower case doesn't matter
   - Spaces count as a character