



## INTRODUCING LDSCO.NET

In the effort to go paperless and offer our clients an efficient, secure, and accessible option for exchanging information, LDSCO is pleased to introduce the new website, LDSCO.net—<https://www.ldSCO.net>.

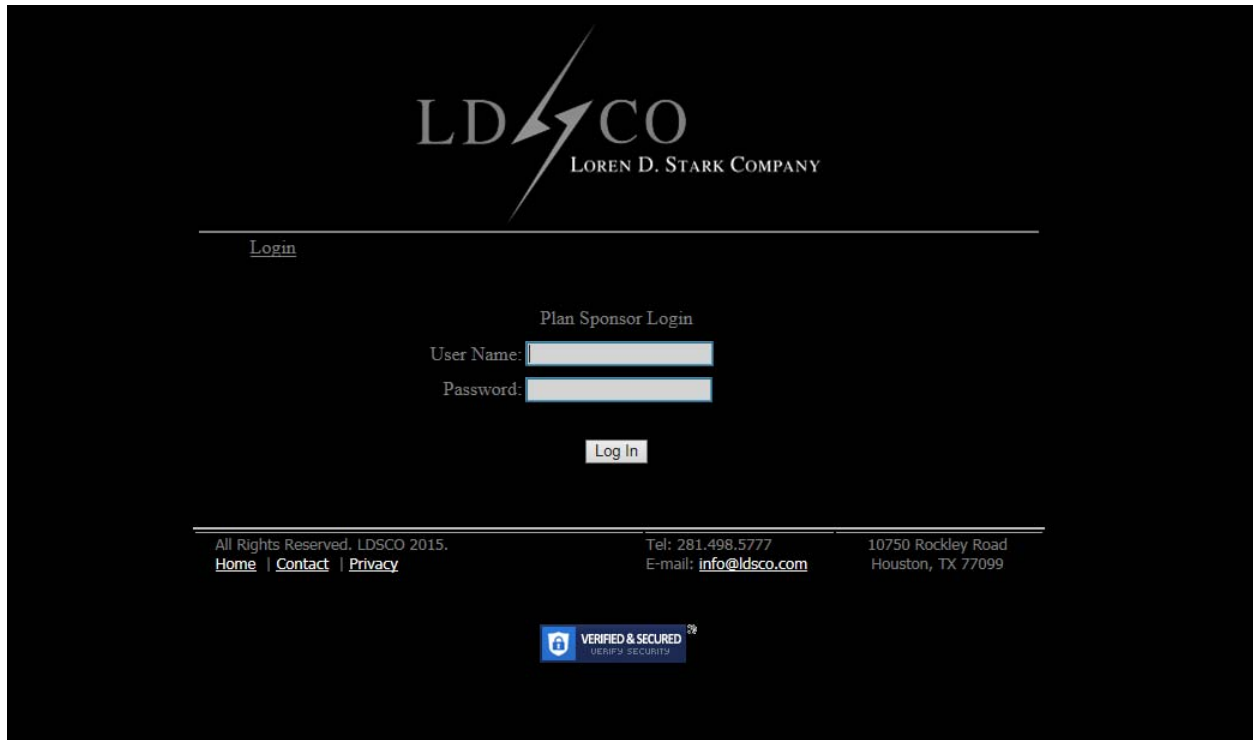
LDSCO.net is currently live and offers our clients not only the ability to download information, such as annual valuations and plan documents, from the website, but to also upload various items requested for plan administration, such as statements, payroll, and census information—all across a secure internet connection.

### How it works

For registration with the website, please contact your plan consultant or your main contact at LDSCO. You will be provided with a user name and password. Your password will be a minimum of eight characters, consisting of a combination of upper and lower case letters, numbers, and special keys, such as an exclamation point, ampersand, etc.

To verify the individual requesting registration has authorization to view and access information loaded to the site, LDSCO will request verification of the plan sponsor's Employer Identification Number (EIN). Once the EIN number and authorization are confirmed, you will be assigned a user name and password to access the site.

When you visit the site, input your user name and password where prompted, and log in:



If you forget your user name or password, please contact LDSCO. Please be aware that three unsuccessful attempts at inputting the correct user name and password will result in an automatic lockout. If this occurs, please contact Nick Phung at (281) 404-2605 or Jimmy Cantu at (281) 404-2627 to unlock access.

Once you have successfully logged in, the site will take you to the next screen:



This screen offers you the options to either upload a file to be sent to LDSCO or retrieve one that LDSCO has downloaded.

LDSCO is automatically notified via e-mail each time a file is uploaded to the site. If you wish to receive a confirmation e-mail of successful file upload, please enter your preferred e-mail address.

File types acceptable for upload are .xls, xlsx, .pdf, .tif, .doc, and .docx. At this time .exe and .zip are not available. Please note the maximum file size that can be uploaded is 20MB.

If you wish to retrieve a report, form, document, or other information LDSCO has downloaded for you, click "Report" to view available files.

[Logout](#)

[Upload File\(s\)](#)

Hello, ABC Company

Adobe Reader is required to view the .pdf files  [\\*Click Here to Download Adobe Reader](#)

File Name	Download File
Demo 2015 Valuation.docx	<a href="#">Download</a>
Demo Census.xlsx	<a href="#">Download</a>

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The files are listed as they were downloaded, with the most current download at the bottom. A prompt to download the file is highlighted at the far right of the screen.

Our Customer Support link will be available soon and will provide a list of questions and answers regarding the website's various functionalities.

We encourage you to take the opportunity to access the new website and take advantage of the numerous benefits it offers to our clients.