PCS Retirement

WEBSITE USER GUIDE

For Participants

We've compiled an array of user guides to help you get acquainted quickly and take full advantage of all the features available on our website.

Here's what you'll find:

PCS Retirement

ONLINE ENROLLMENT GUIDE

For Participants

Welcome to the Online Enrollment Guide – your instructional path to easily set up your retirement account online.

Here's what you'll find in this guide:

Getting Started

Select **Participant**, enter your **Username** and **Password** and click Log in. If this is your first login, please also see the "**Online Enrollment Guide**".

If you forget your password, you can reset your password by clicking **Having trouble logging in?**

The Five Steps to Enrollment

Once you choose to start the online enrollment process, you will need to complete the Five Steps to Enrollment.

To move to a different step, click the step name at the top of the page (under the step number). Your entries are saved when you leave a step, but your enrollment will not be complete until you click **Finish** at the end of the **Confirmation** Step.

On each page, required fields are marked with an asterisk (*).

Step 1: Account Setup

In this step, review your account and personal information and make updates as necessary.

The Account Setup page is divided into three sections:

- Confirm Personal Information
- Confirm Email
- Lost Password Questions

You already completed the first two sections as part of **Getting Started** on page 3. You can also update your user ID, password, or security questions.

Confirm Personal Information

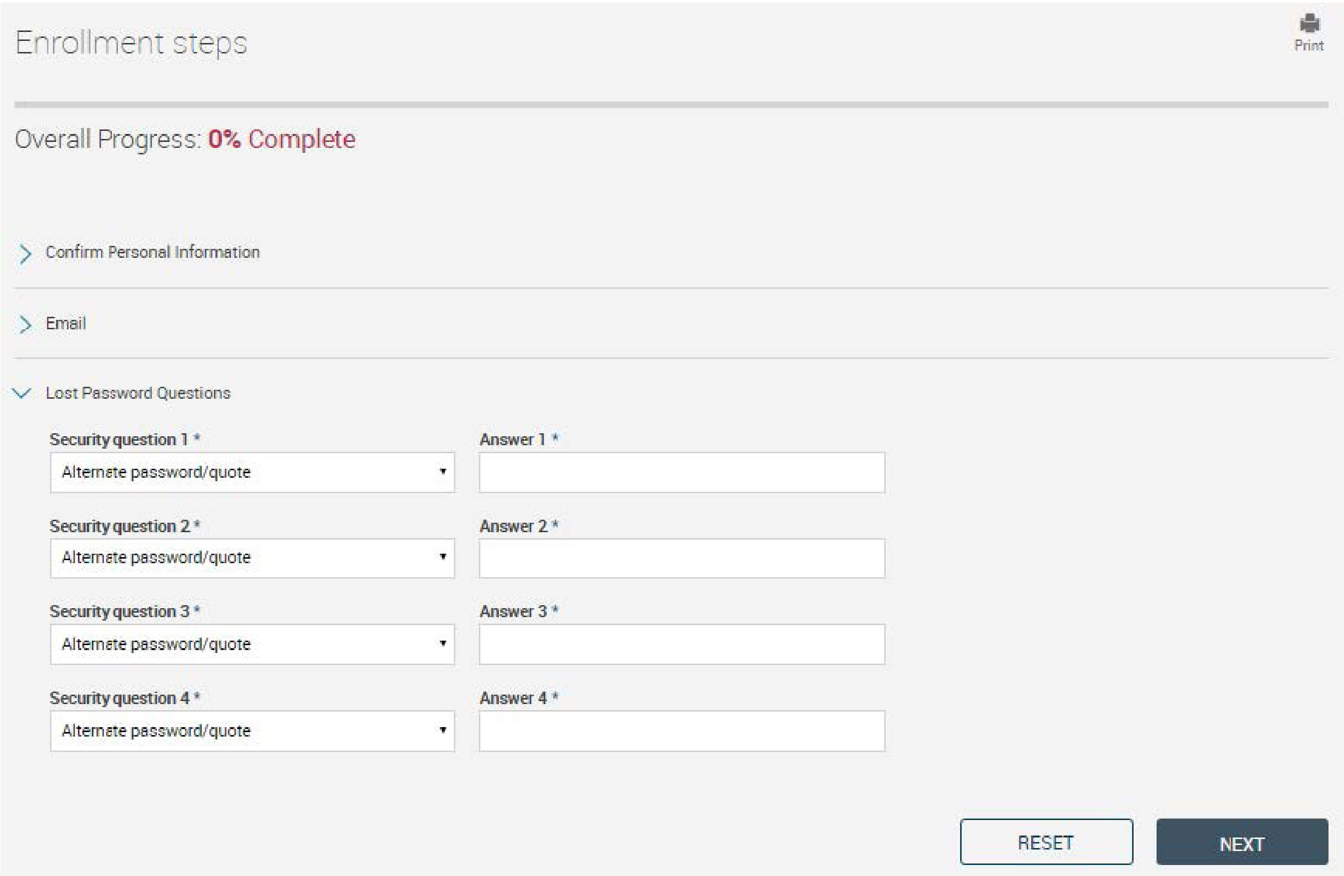
In the last section, review the existing information, if any, and complete the remaining fields.

1. Make sure any existing information is accurate and update as necessary.
2. Email fields: Enter your **Personal, Office**, and/or **Other** email addresses. If you enter **Office** or **Other** addresses, you can choose to have email confirmations sent to one of those addresses instead of to your **Personal** address.
3. Create updated User ID and Password. You will set a new password that must be between 6-8 alphanumeric characters.

Setting Up Security Questions

The first time you log in, you will provide answers to four security questions. Your answers are used to verify your identity if you need to retrieve your password or if you log in from an unfamiliar computer.

1. Question: Select the question you would like to be asked.
2. Answer: Enter the answer to that question. Answers are case sensitive, so you will need to remember how you answered them. Usually, it is easier if you enter your answers in either all uppercase or all lowercase.
3. Complete all four questions and answers.
4. Click **Submit**.



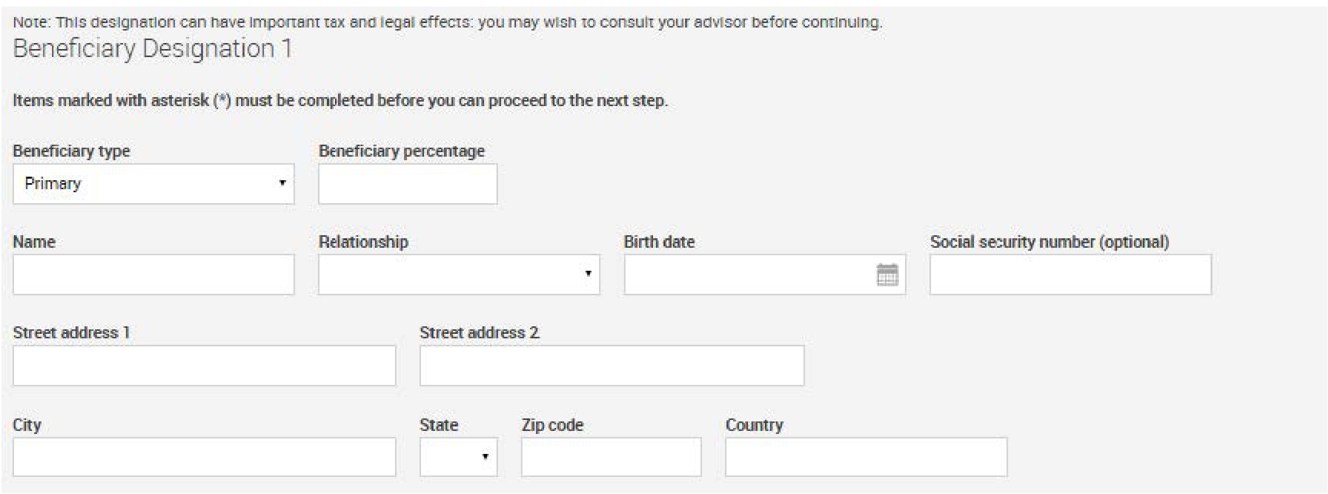
Step 2: Beneficiaries

In this step, designate whom will receive the money in your retirement account upon your death.

It is a good idea to designate at least one beneficiary, especially if you are unmarried. If you do not have a beneficiary and you're married, your account will go to your spouse. If you are unmarried or do not have a surviving spouse, the plan document has ordering rules that govern the payment of your account.

Beneficiary designation can have important tax and legal ramifications. You may want to consult with your personal financial, tax, or legal advisor before proceeding.

1. Beneficiary type: For the first beneficiary, select **Primary**.
2. Enter the remaining beneficiary information.
3. If you want to have multiple beneficiaries, click **Add Additional Beneficiary** to add another beneficiary section.
4. Beneficiary type: For additional beneficiaries, select **Primary** or **Contingent**. A contingent beneficiary will only receive a benefit if all primary beneficiaries are deceased.


Note: This designation can have important tax and legal effects: you may wish to consult your advisor before continuing.

Beneficiary Designation 1

Items marked with asterisk (*) must be completed before you can proceed to the next step.

Beneficiary type: Primary
Beneficiary percentage
Name
Relationship
Birth date
Social security number (optional)
Street address 1
Street address 2
City
State
Zip code
Country

5. Percent of benefit payable: Enter the percentage of your account that should go to each beneficiary. The percentages allocated across all primary beneficiaries must total 100% . Similarly, if you designate contingent beneficiaries, the percentages for all contingent beneficiaries must total 100% .
6. When the beneficiary section(s) are complete, click **Next** to continue to **Contribution Election**.

Step 3: Contribution Election

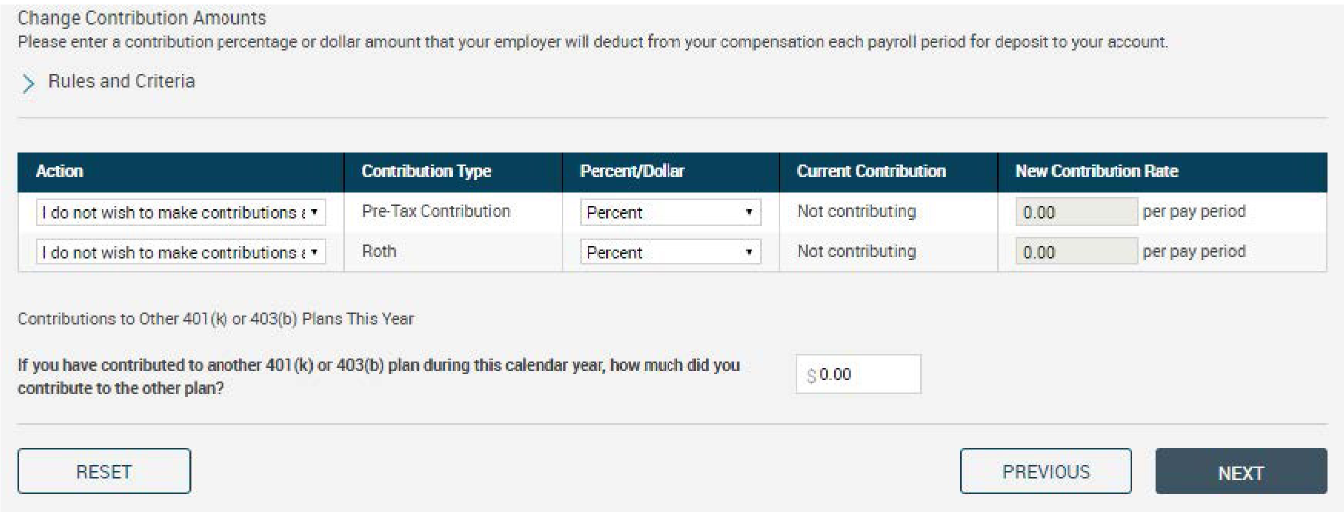
In this step, specify how much of your gross wages you want to contribute to the plan each pay period, between zero and your plan's maximum amount. Your plan maximums are shown at the bottom of the Rules and Criteria box.

1. Pre-tax Contributions: These are pre-tax contributions to your 401(k) plan.

   Action: Select whether or not you want to begin making contributions to the plan. If you don't want to make contributions, skip the two fields below.

   Percent/Dollar: Select whether the contribution will be a percentage of your gross wages or a fixed dollar amount. If this field is disabled (dimmed), then your plan allows only the contribution type that is already selected.

   New Contribution Rate: Enter a whole number ending in ".00" (for example, 3.00 percent or $225.00 dollars).



2. Roth Contributions: These are after-tax contributions to a Roth 401(k) plan. If your plan offers a Roth 401(k) and you want to contribute to it, complete these fields in the same way as for Pre-Tax Contributions.
3. Other contributions: If you made contributions to a previous employer's 401(k) or 403(b) plan in this calendar year, enter the total amount of those contributions. Your total 401(k)/403(b) plan contributions this year to this plan and any previous employers' plans cannot exceed the IRS maximum.
4. Click **Next** to continue to the **Investment Selection** area.

Step 4: Investment Selections

In this step, select the funds where your contributions will be invested.

1. Click a fund name to see more information about that fund. If you require assistance, contact your plan advisor after you complete the enrollment process. You can change your investment elections at any time.
2. New Election: Next to each fund in which you want to invest, enter the percentage of your total contribution amount (including any employer contributions) that will go into that fund.
3. Make sure the **Total allocation percent** is 100% .
4. Click **Next** to continue with the next step, **Confirmation**.

Investment		Asset Class	Current Elections	New Elections
ABC Aggressive Portfolio	details	Investment Product	0.00%	0.00 %
ABC Conservative Portfolio	details	Investment Product	0.00%	0.00 %
ABC Growth Portfolio	details	Investment Product	0.00%	0.00 %
ABC Income Portfolio	details	Investment Product	0.00%	0.00 %
ABC Moderate Portfolio	details	Investment Product	0.00%	0.00 %
DFA Emerging Markets Core Eq Portfolio	details	Diversified Emerging Mkts	0.00%	0.00 %
Vanguard European Stock Index Admiral	details	Europe Stock	0.00%	0.00 %
Vanguard Pacific Stock Index Admiral	details	Diversified Pacific/Asia	0.00%	0.00 %
Vanguard REIT Index Adm	details	Real Estate	0.00%	0.00 %
Vanguard Target Retirement Fund 2015	details	Target Date 2011-2015	0.00%	0.00 %
Vanguard Target Retirement Fund 2020	details	Target Date 2016-2020	0.00%	0.00 %
Vanguard Target Retirement Fund 2025	details	Target Date 2021-2025	0.00%	0.00 %
Vanguard Target Retirement Fund 2030	details	Target Date 2026-2030	0.00%	0.00 %
Vanguard Target Retirement Fund 2035	details	Target Date 2031-2035	0.00%	0.00 %
Vanguard Target Retirement Fund 2040	details	Target Date 2036-2040	0.00%	0.00 %
Vanguard Target Retirement Fund 2045	details	Target Date 2041-2045	0.00%	0.00 %
Vanguard Target Retirement Fund 2050	details	Target Date 2046-2050	0.00%	0.00 %
Vanguard Tot Stk Mkt Index Adm	details	Large Blend	0.00%	0.00 %
Vanguard Total Bond Market Index Adm	details	Intermediate-Term Bond	0.00%	0.00 %
TOTAL			0.00%	0.00%

If you do not provide investment directions for your contributions, they will be defaulted to the ABC Moderate Portfolio until you provide other investment instructions. Once amounts are defaulted, it is your responsibility to realign them in accordance to your investment elections. For more information, please contact your plan administrator.

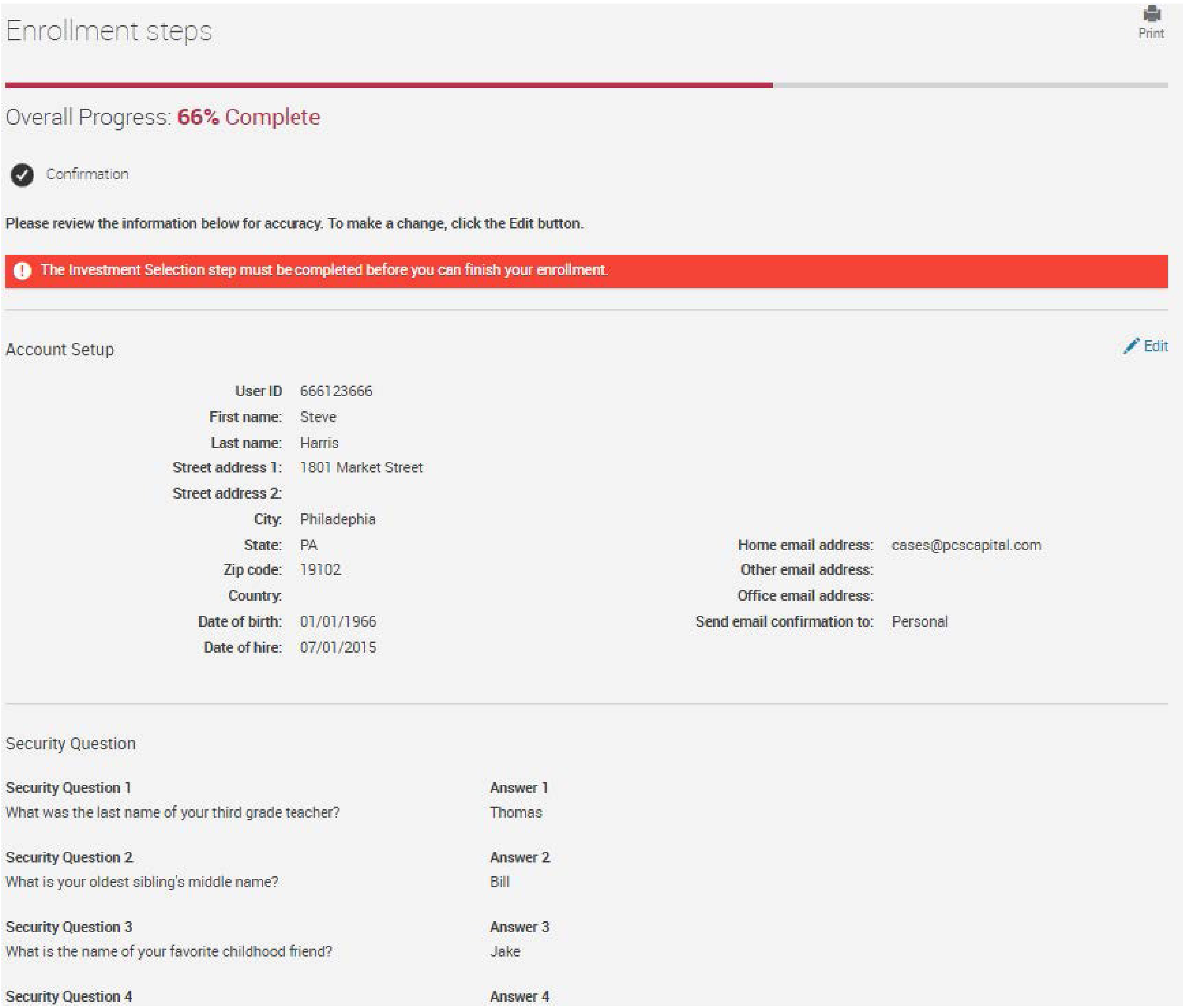
RESET ELECTIONS

PREVIOUS NEXT

Step 5: Confirmation

In this step, carefully review your entries.

1. If you need to change any of your entries, click **Edit** in the section you need to change.
2. When all entries are correct, click **Finish**.



Congratulations! Your Online Enrollment is complete!

You will receive a confirmation at the email address you chose to have confirmations delivered.

Click **Continue** to access the plan website.

PCS Retirement

GUIDE TO ONLINE CONTRIBUTIONS

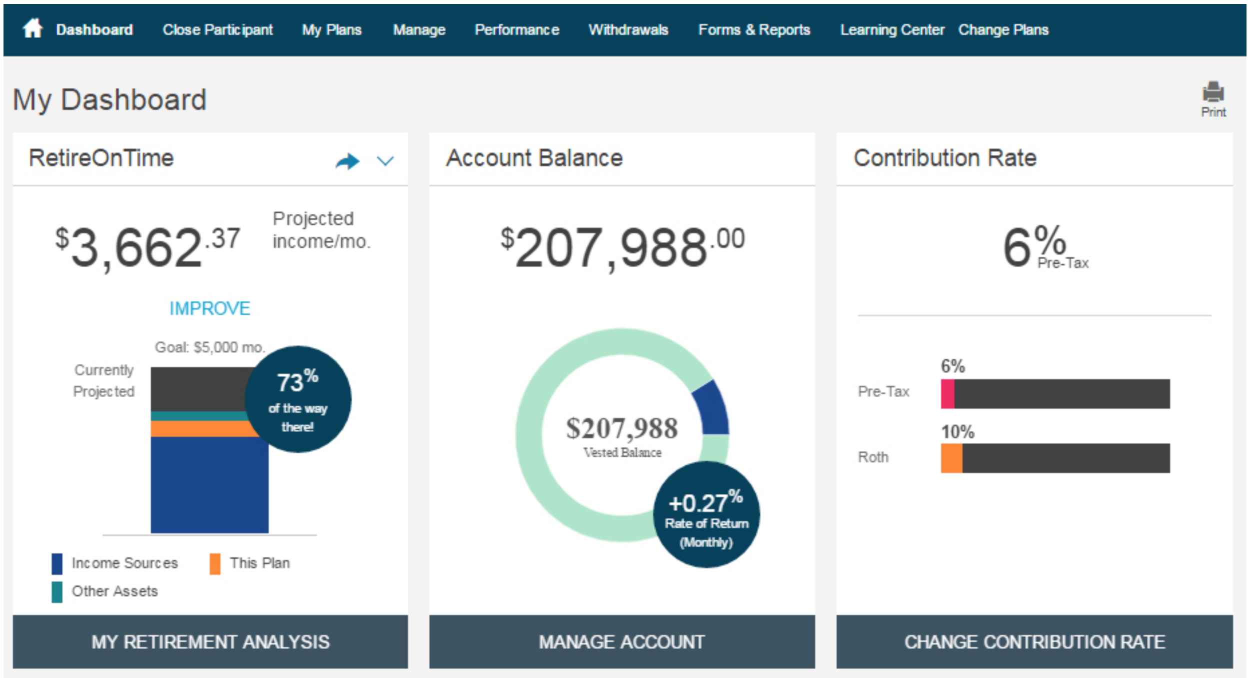
For Plan Participants

Welcome to the Online Contribution Guide – your instructional path to easily make changes to your contribution percentage online.

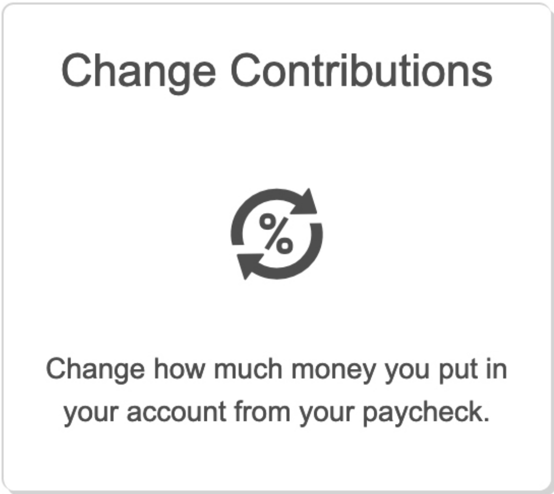
Here's what you'll find in this guide:

Step 1: Access the Change Contribution Rate area

After logging in, on the **My Dashboard** screen click **Change Contribution Rate** under the Contribution Rate area for quick access.

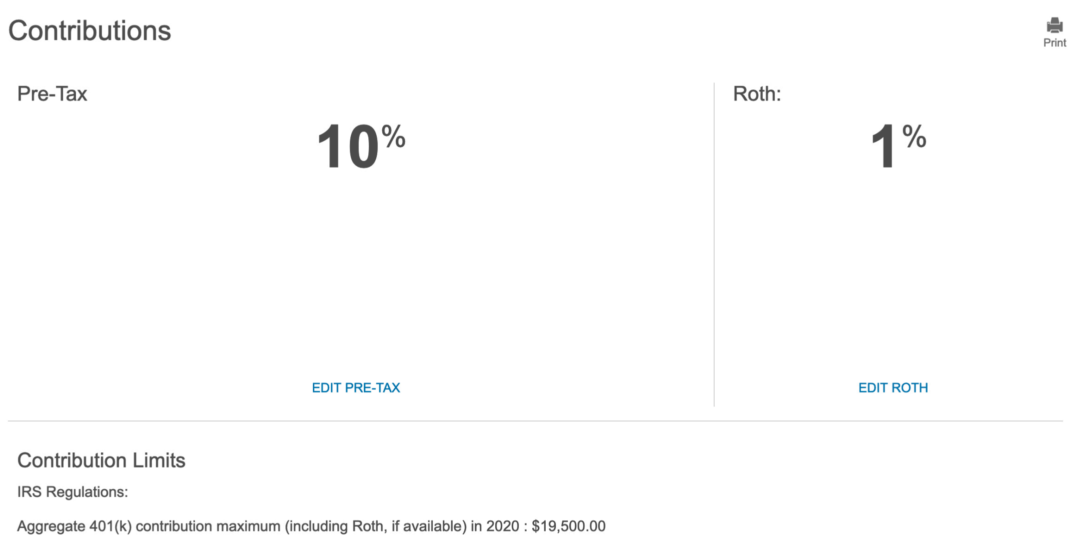


The Contribution Change area is also available under the **Manage Investments** area under the **Manage** tab.



Step 2: Review your Contribution Rate

In the Contributions area, you will be presented with you current Pre-tax (and Roth if available in your plan) rate. It will also display whether or not you elected to have an automatic deferral increase on your rate. Simply click the Edit button under the rate to open the change area. Below the edit area lists the annual contribution limits.

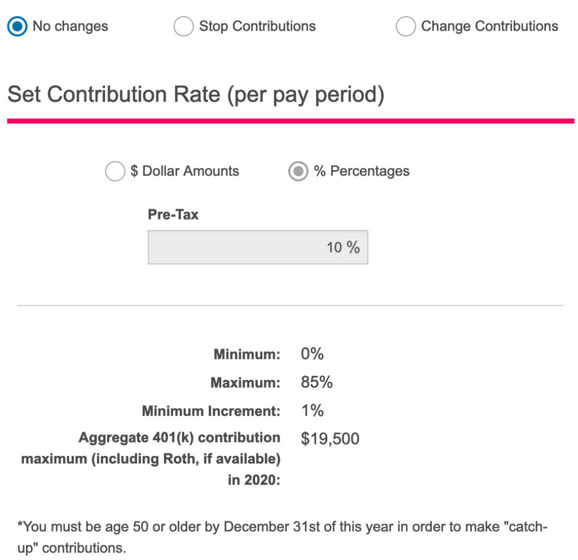


Step3: Edit your Contribution Rate

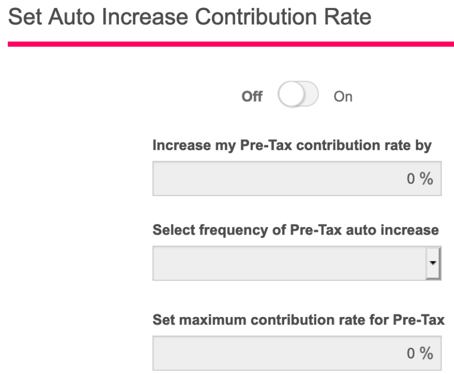
Here you can adjust the percentage or amount contributed into your plan.

Click **Stop Contributions** to automatically set your rate to 0%/$0

Select **Change Contributions** to update your percentage. Choose to enter a Dollar Amount or Percentage and input the amount in the box.



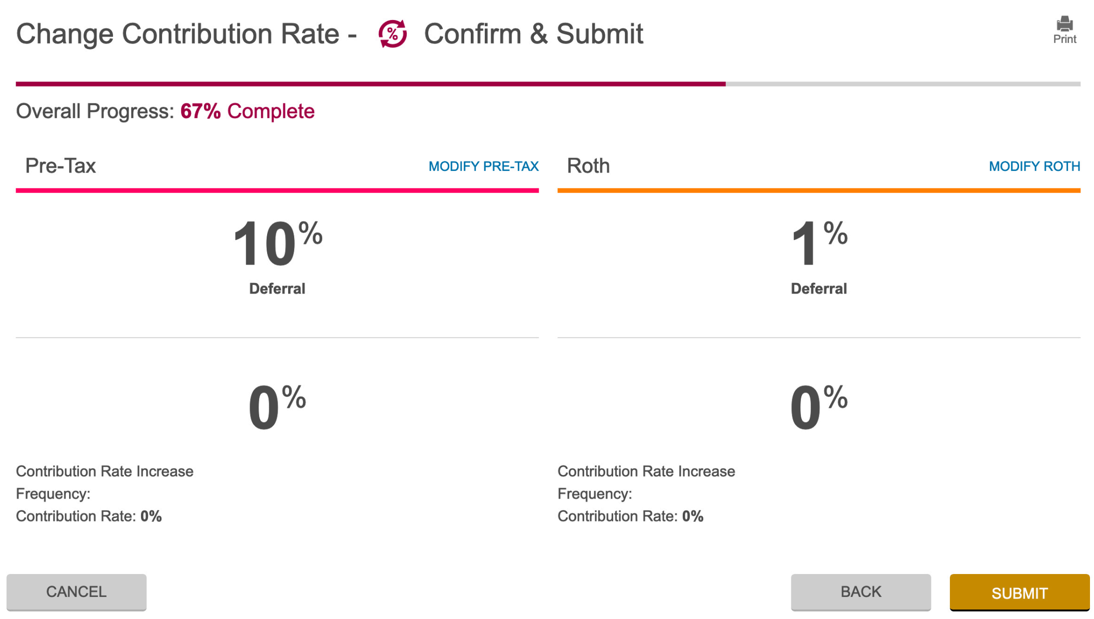
The second half of the contribution change area allows you to set up an individual automatic increase rate on a schedule basis.



NOTE: Change made to your contribution percentage may take up to 2 payroll cycles to be completed.

Step 4: Confirmation

Here you can confirm the amount that will be transmitted to your company's payroll team. You may also edit the other source if available in your plan before proceeding. Click the Submit button when you are ready to transmit the changes.



Step 5: Submit Changes

The last page will provide you with your confirmation number. Your contribution change has now been submitted! Please allow up to 2 payroll cycles for completion.

PCS Retirement

ONLINE DISTRIBUTION REQUEST GUIDE

For Plan Participants

Welcome to the online distribution request guide–your instructional path to easily request a distribution from your retirement plan.

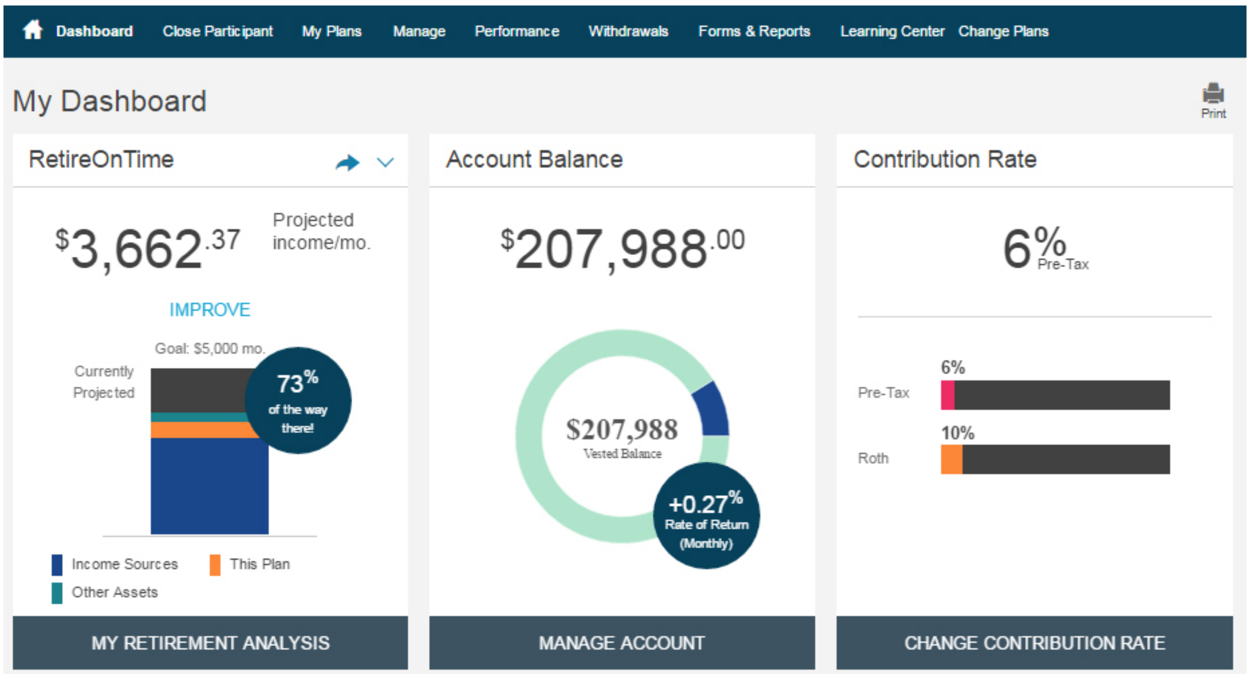
Here's what you'll find in this guide:

Getting started

Select **participant**, enter your **username** and **password** and click **Log in**.

NOTE: If this is your first login, please also see the **“Online Enrollment Guide”**.

If you forget your password, you can reset your password by clicking **Having trouble logging in?**



On the **Withdrawals** menu, click **Loans and Withdrawals**.

On the **Loans and Withdrawals** page, select the distribution type in the dropdown. Click **GET STARTED**. You can select **What you should know** to view details about the distribution type selected, including fees.

The balance shown is the balance on the day you're making this distribution request. Your balance will remain invested and subject to market fluctuation until liquidated. The final amount distributed to you will be determined by the liquidation value of the vested balance on the liquidation date.

The five steps to a distribution request

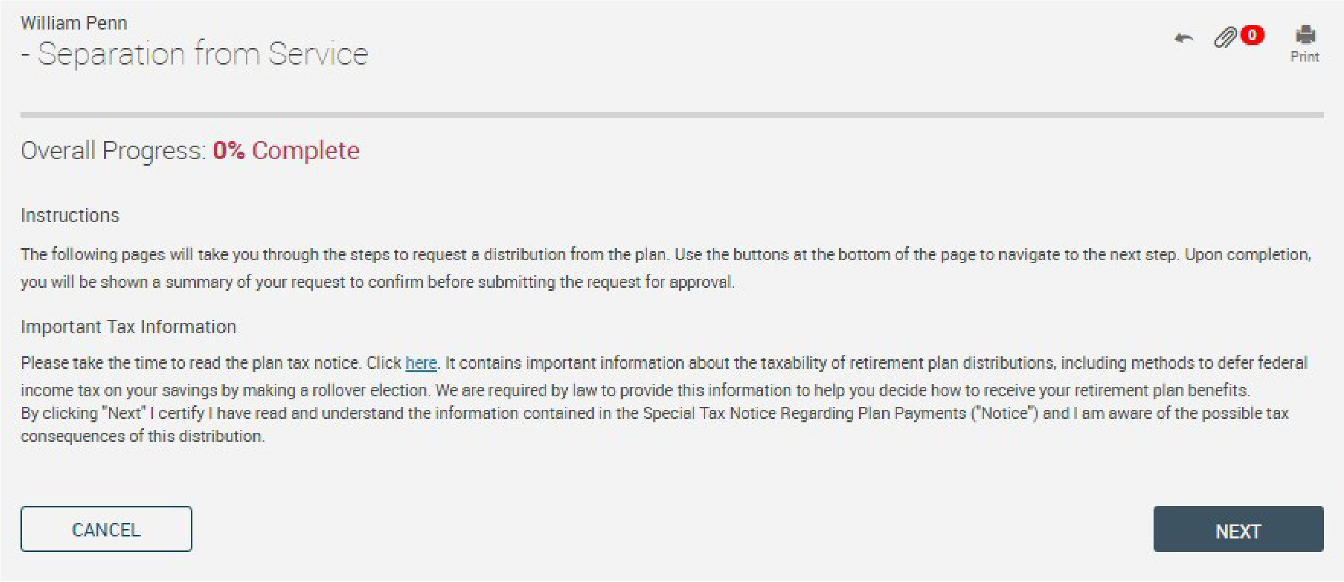
Once you choose to start the distribution request process, you'll need to complete the **five steps to a distribution request**.

The **Distribution Request** wizard will guide you through the steps. Your entries are saved when you leave a step, but your request won't be complete until you click **Submit** at the end of the confirmation step.

On each page, required fields are marked with an asterisk(*).

Step 1: General information

In this step, review the online distribution request instructions. Follow the **Click**

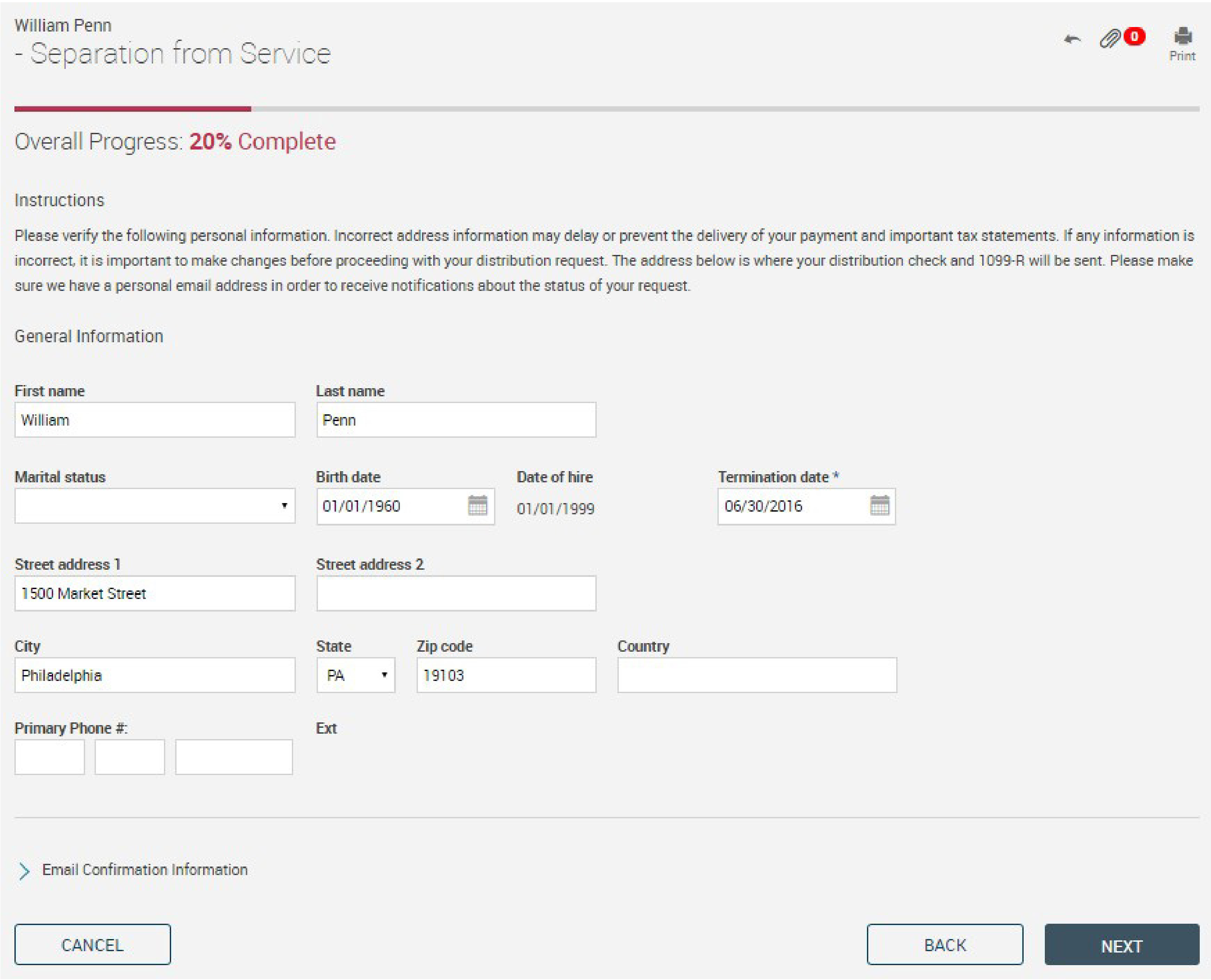


here link in **Important Tax Information** to read about the tax implications of the distribution. Then click **Next** to move to Step 2.

Step 2: Personal information

Verify your personal information, such as your name, address, and birth date, and make updates as needed.

1. Make sure your address is correct. Incorrect address information may delay or prevent the delivery of the distribution payment and important tax statements.


William Penn
- Separation from Service

Print

Overall Progress: **20% Complete**

Instructions

Please verify the following personal information. Incorrect address information may delay or prevent the delivery of your payment and important tax statements. If any information is incorrect, it is important to make changes before proceeding with your distribution request. The address below is where your distribution check and 1099-R will be sent. Please make sure we have a personal email address in order to receive notifications about the status of your request.

General Information

First name: William
Last name: Penn
Marital status:
Birth date: 01/01/1960
Date of hire: 01/01/1999
Termination date *: 06/30/2016
Street address 1: 1500 Market Street
Street address 2:
City: Philadelphia
State: PA
Zip code: 19103
Country:
Primary Phone #:
Ext

Email Confirmation Information

CANCEL
BACK
NEXT

2. Click **Email Confirmation Information** to make sure your email address is correct or enter one if you haven't already.
3. Click **Next** to continue with the next step, **Distribution Method**.

Step 3: Distribution method

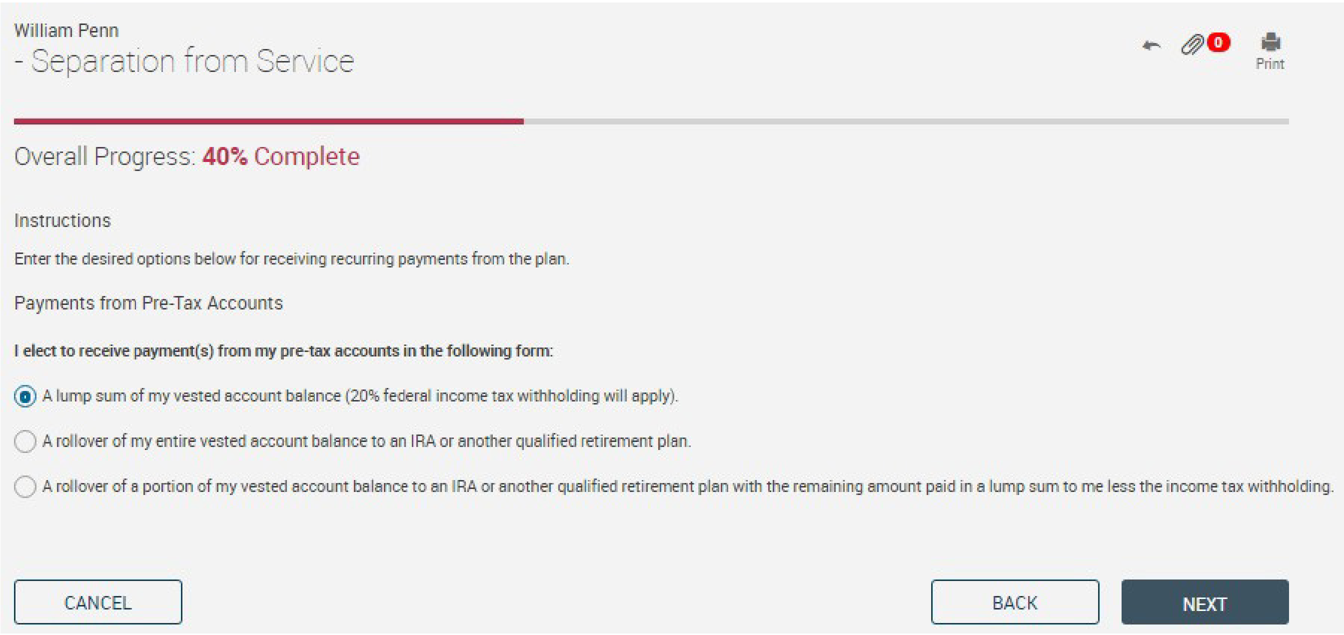
In this step, select your preferred distribution method.

1. Click the option for the method you prefer.
    - **A lump sum of my vested account balance (20% federal income tax withholding will apply).**

      Select this option to receive 100% of your vested balance as a lump-sum cash payment to you (less the amount of taxes withheld).
    - **A rollover of my entire vested account balance to an IRA or another qualified retirement plan.**

      Select this option to rollover 100% of your vested balance to an IRA or other qualified retirement plan.
    - **A rollover of a portion of my vested account balance to an IRA or another qualified retirement plan with the remaining amount paid in a lump sum to me less the income tax withholding.**

      Select this option to rollover a portion of your vested balance to an IRA or other qualified



retirement plan, and receive the remaining portion as a cash payment to you (less the amount of taxes withheld).

2. Click **Next** to continue with the next step, **Payment Information**.

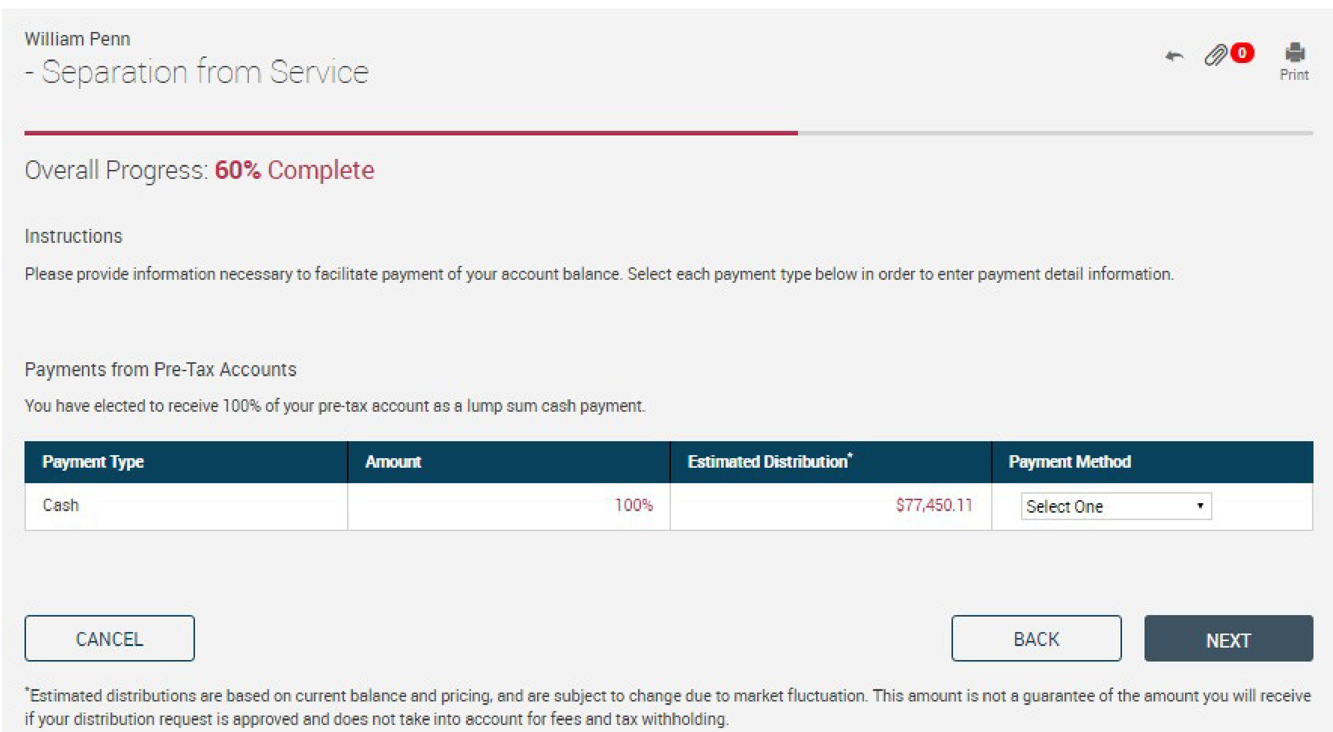
Step 4: Payment information

In this step, provide the information necessary to pay your retirement account distribution.

1. If you selected the rollover and cash combination option, select the method (**Percent** or **Dollar**) to use for determining the rollover and cash amounts.
2. **Amount:** If you selected the rollover and cash combination option, enter the percentage or dollar amount you want to roll over to an IRA or other qualified retirement account. The remaining amount will display in the **Cash payment** section.
3. **Payment method:** Select your preferred payment method (see below for fields required for each payment method).

   Check: A check will be mailed either to you or, for rollovers, to the company and address you specify.

   ACH: Your payment will be deposited directly into the bank account or retirement account you specify.



William Penn

- Separation from Service

Print

Overall Progress: **60%** Complete

Instructions

Please provide information necessary to facilitate payment of your account balance. Select each payment type below in order to enter payment detail information.

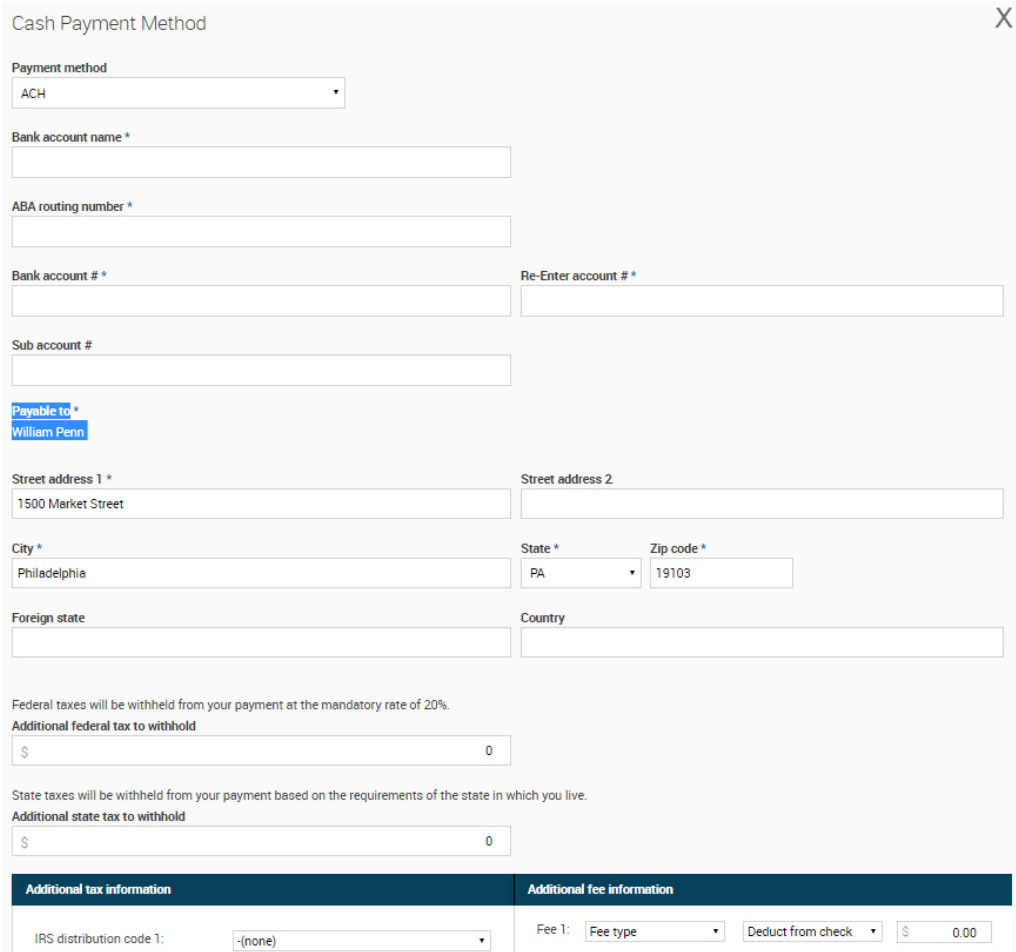
Payments from Pre-Tax Accounts

You have elected to receive 100% of your pre-tax account as a lump sum cash payment.

Payment Type	Amount	Estimated Distribution*	Payment Method
Cash	100%	$77,450.11	Select One

CANCEL BACK NEXT

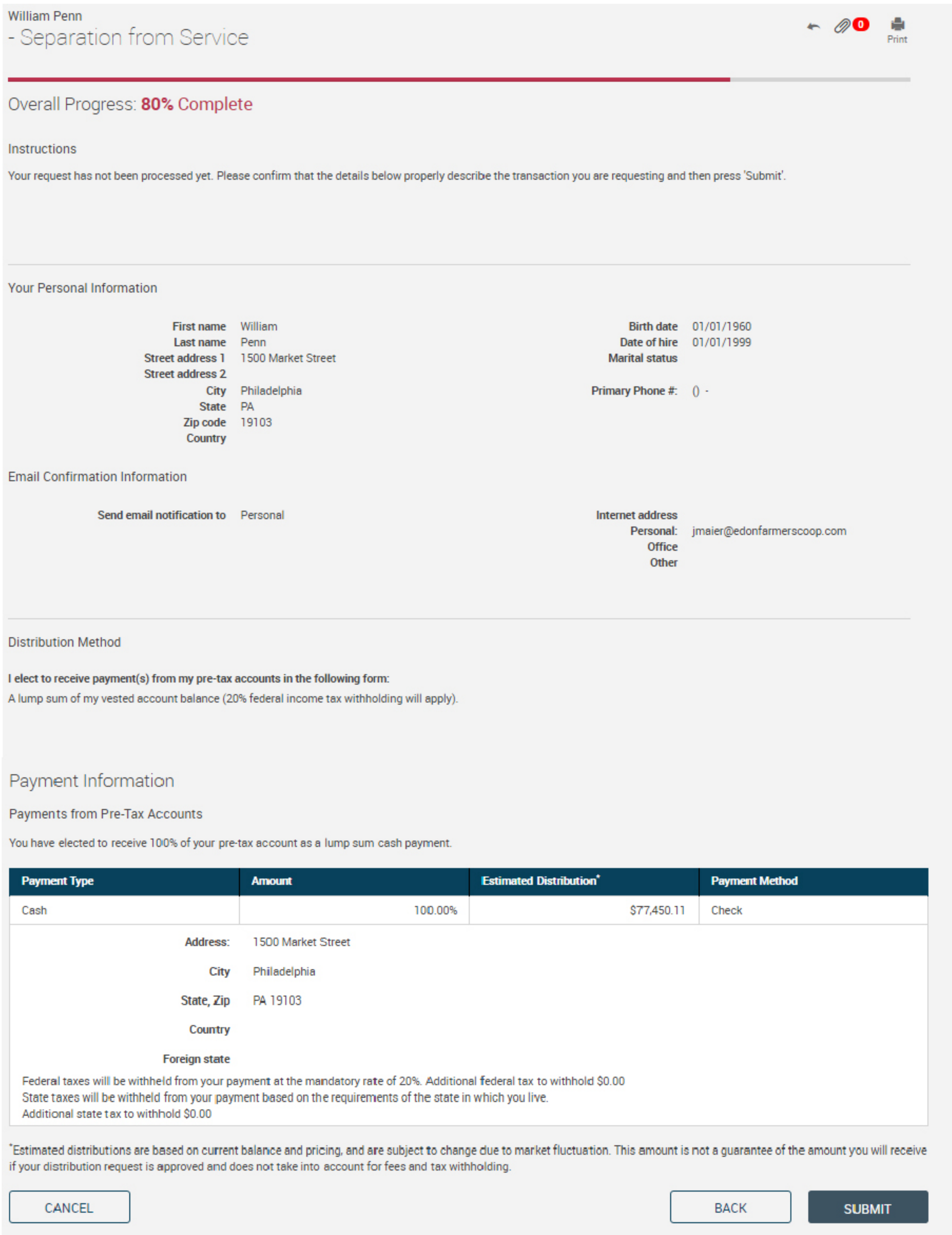
*Estimated distributions are based on current balance and pricing, and are subject to change due to market fluctuation. This amount is not a guarantee of the amount you will receive if your distribution request is approved and does not take into account for fees and tax withholding.



4. Complete the remaining information for the payment method you selected.

5. For a lump-sum cash payment, enter the amounts of any additional federal income tax and state income tax that you want withheld from your payment.
6. Click **Next** to continue with the next step, **Transaction Certification**.

Step 5: Confirmation



William Penn
- Separation from Service

Print

Overall Progress: **80%** Complete

Instructions

Your request has not been processed yet. Please confirm that the details below properly describe the transaction you are requesting and then press 'Submit'.

Your Personal Information

First name	William	**Birth date**	01/01/1960
Last name	Penn	**Date of hire**	01/01/1999
Street address 1	1500 Market Street	**Marital status**	
Street address 2			
City	Philadelphia	**Primary Phone #:**	() -
State	PA		
Zip code	19103		
Country			

Email Confirmation Information

Send email notification to	Personal	**Internet address**	
		Personal:	jmaier@edonfarmerscoop.com
		Office	
		Other	

Distribution Method

I elect to receive payment(s) from my pre-tax accounts in the following form:

A lump sum of my vested account balance (20% federal income tax withholding will apply).

Payment Information

Payments from Pre-Tax Accounts

You have elected to receive 100% of your pre-tax account as a lump sum cash payment.

Payment Type	Amount	Estimated Distribution*	Payment Method
Cash	100.00%	$77,450.11	Check

Address: 1500 Market Street

City Philadelphia

State, Zip PA 19103

Country

Foreign state

Federal taxes will be withheld from your payment at the mandatory rate of 20%. Additional federal tax to withhold $0.00
State taxes will be withheld from your payment based on the requirements of the state in which you live.
Additional state tax to withhold $0.00

*Estimated distributions are based on current balance and pricing, and are subject to change due to market fluctuation. This amount is not a guarantee of the amount you will receive if your distribution request is approved and does not take into account for fees and tax withholding.

CANCEL BACK SUBMIT

In this step, carefully review the details of the distribution you are requesting.

1. If you need to change the personal/email information, distribution method, or payment information, click **Back** to return to the applicable step.
2. When you're satisfied that all of the information is correct, click **Submit**.

After submission

Once you submit your request, the approval process begins. When your request is approved, we will process the liquidation of funds. You will receive email notification if the request is denied or when the payment is being mailed/transmitted.

Denied requests

Your plan sponsor may deny your distribution request. You'll receive an email notification within one business day of the denial of your request.

Approved requests

You'll receive an email confirmation, including the special tax notice, within one business day of the approval of your request. If we do not have your email address on file we will mail the special tax notice to your address.

You can check if your request is pending by trying to start a new distribution request. If your current request is still pending, you'll see the message, "There is a pending termination distribution which prevents making another termination distribution request at this time."

Your request will be completed within seven to ten business days from the date of approval.

Your account balance will remain invested and subject to market fluctuation until liquidated. The final amount distributed to you will be determined by the liquidation value of the vested balance on the liquidation date.

ONLINE LOAN REQUEST GUDIE

For Plan Participants

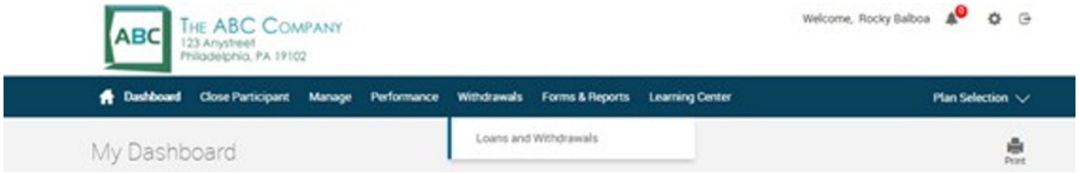
Welcome to the Online Loans Request Guide – your instructional path to easily request a retirement account loans online.

Here's what you'll find in this guide:

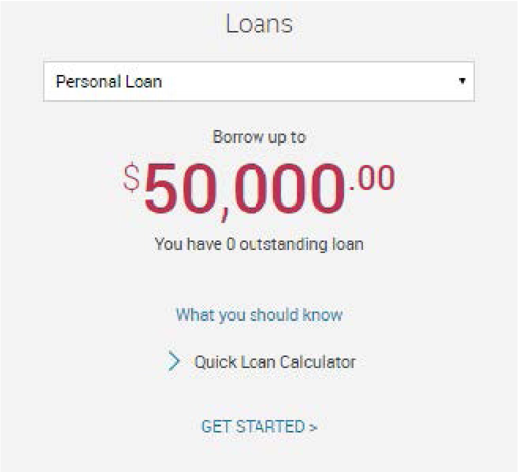
Getting Started

As a participant under the plan, you may request a distribution of your vested benefits when a distribution event occurs, such as retirement or termination of employment.

1. Access your account at **www.PCSretirement.com/login**.
2. Select **Participant**, and log in with your user ID and password.
3. On the Withdrawals menu, click Loans and Withdrawals.



4. On the Loans and Withdrawals page, click the drop down and select your loan request type. Click **Get Started** to begin the request. To model your loan first, click the "Quick Loan Calculator." This will give you a sample amortization schedule for review.



Personal Loans can be requested up to a 5 years term.

Residential Loans (if available in your plan) can be requested for a long term. However it can only be requested for purposes of purchasing a primary residence.

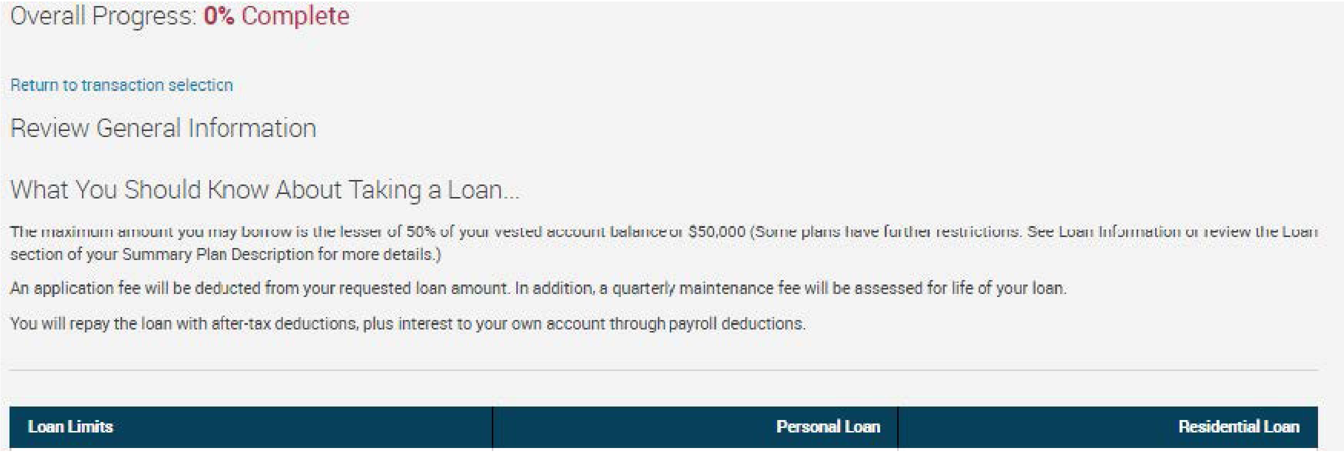
See your Summary Plan Description for more information.

The balance shown is the balance on the day you're making this distribution request. Your balance is calculated based on the standard set by IRS regulations.

The Six Steps to a Loan Request

Step 1: Review General Information

This area will give you additional information on the loan limits and fees. Please review this information, and click "Next" to move to next step.



Overall Progress: **0%** Complete

Return to transaction selection

Review General Information

What You Should Know About Taking a Loan...

The maximum amount you may borrow is the lesser of 50% of your vested account balance or $50,000 (Some plans have further restrictions. See Loan Information or review the Loan section of your Summary Plan Description for more details.)

An application fee will be deducted from your requested loan amount. In addition, a quarterly maintenance fee will be assessed for life of your loan.

You will repay the loan with after-tax deductions, plus interest to your own account through payroll deductions.

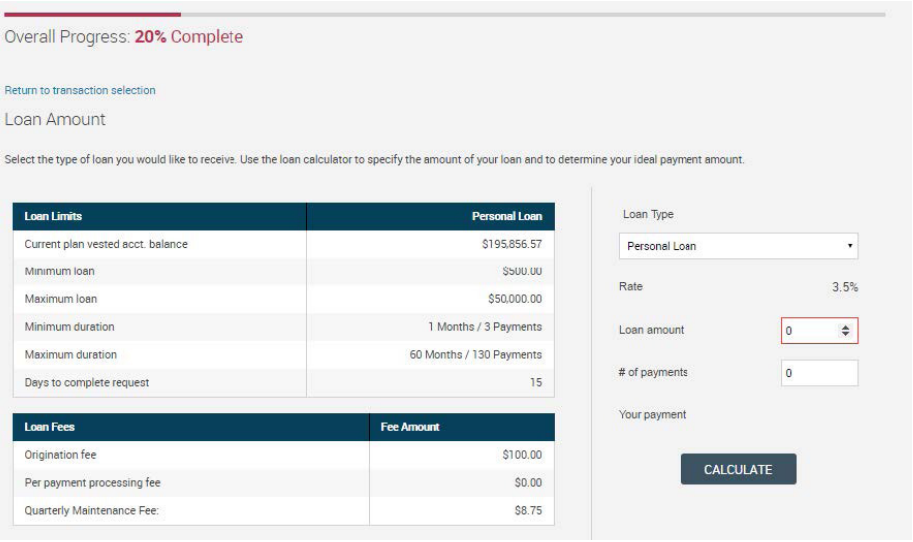
Loan Limits	Personal Loan	Residential Loan

Step 2: Loan Request Amount

On the right side, enter the loan request amount and number of payments (you may change your loan request type here as well).

Click "Calculate" to receive your payment amount, and select "Review Amortization Schedule" to download a PDF of your payment schedule.

Once you have received your payment amount, click "Next" to proceed.



Overall Progress: **20%** Complete

Return to transaction selection

Loan Amount

Select the type of loan you would like to receive. Use the loan calculator to specify the amount of your loan and to determine your ideal payment amount.

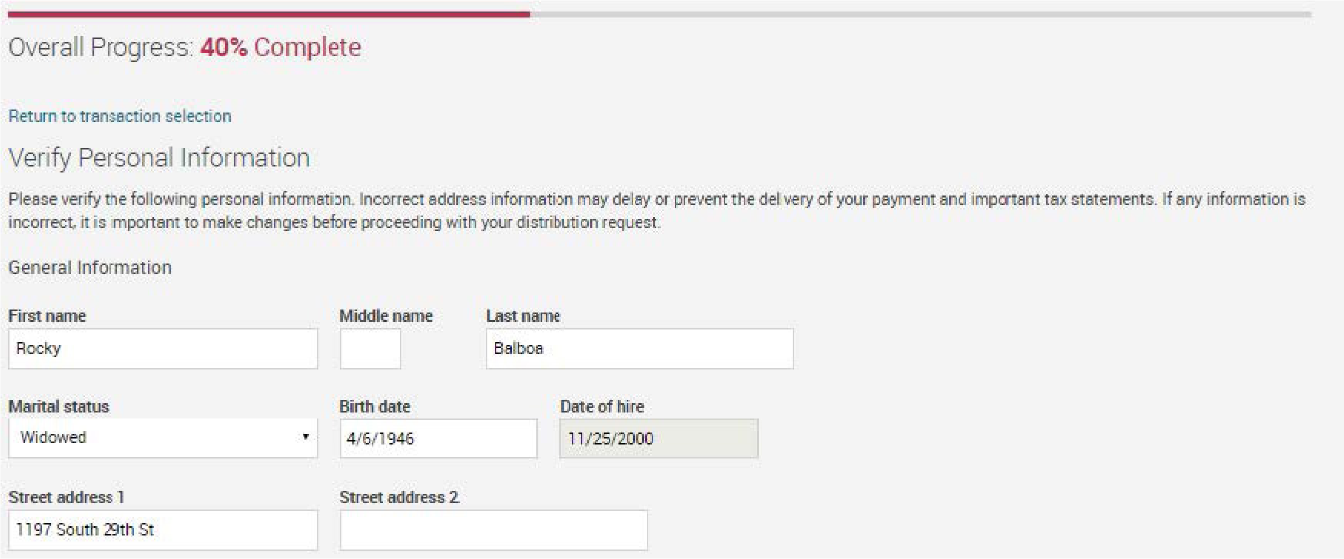
Loan Limits	Personal Loan
Current plan vested acct. balance	$195,856.57
Minimum loan	$500.00
Maximum loan	$50,000.00
Minimum duration	1 Months / 3 Payments
Maximum duration	60 Months / 130 Payments
Days to complete request	15

Loan Fees	Fee Amount
Origination fee	$100.00
Per payment processing fee	$0.00
Quarterly Maintenance Fee:	$8.75

Step 3: Verify Personal Information

In this step, verify your personal information, such as your name, address, and birth date, and make updates as needed.

1. Make sure your address is correct. Incorrect address information may delay or prevent the delivery of the distribution payment and important tax statements.
2. If you want to receive email notifications about the status of your request, make sure your email address is correct, or enter one if you haven't already.
3. Click **Next** to continue with the next step, **Transaction Certification**.


Overall Progress: **40%** Complete

Return to transaction selection

Verify Personal Information

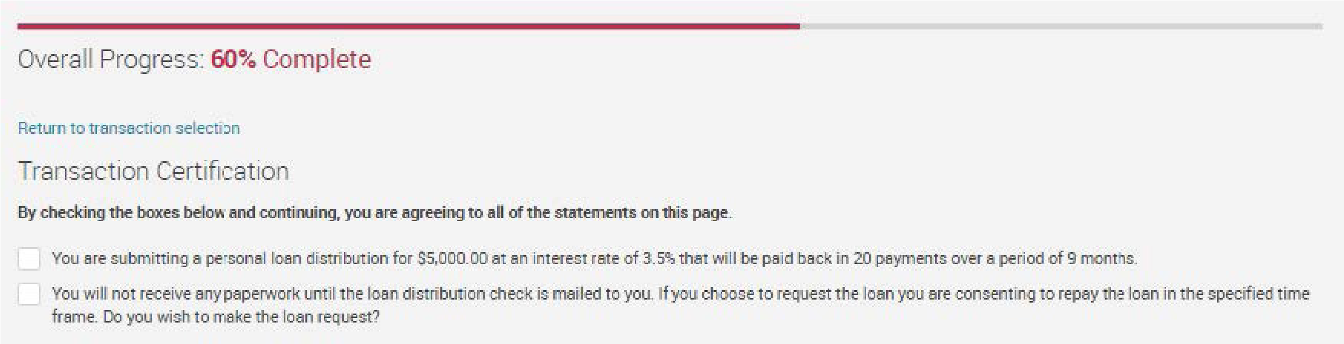
Please verify the following personal information. Incorrect address information may delay or prevent the delivery of your payment and important tax statements. If any information is incorrect, it is important to make changes before proceeding with your distribution request.

General Information

First name: Rocky
Middle name:
Last name: Balboa
Marital status: Widowed
Birth date: 4/6/1946
Date of hire: 11/25/2000
Street address 1: 1197 South 29th St
Street address 2:

Step 4: Transaction Certification

Please review and confirm each statement by checking the boxes to proceed. This step must be completed before clicking "Next."


Overall Progress: **60%** Complete

Return to transaction selection

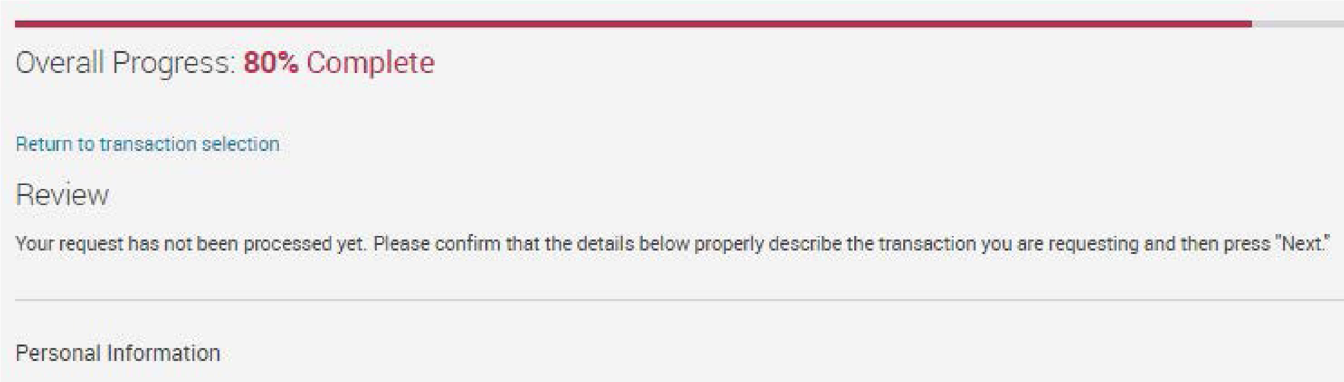
Transaction Certification

By checking the boxes below and continuing, you are agreeing to all of the statements on this page.

- [ ] You are submitting a personal loan distribution for $5,000.00 at an interest rate of 3.5% that will be paid back in 20 payments over a period of 9 months.
- [ ] You will not receive any paperwork until the loan distribution check is mailed to you. If you choose to request the loan you are consenting to repay the loan in the specified time frame. Do you wish to make the loan request?

Step 5: Request Review

Before you submit your loan, this step allows you to review and confirm the details for your loan request. Click "Next" at the bottom of the screen to submit your loan request.



Step 6: Loan Confirmation

Congratulations, your loan has been submitted. You will receive a confirmation number and an email will be sent to your account. The loan will go to your Plan Sponsor for approval. Once approved, you will receive the check within 7-10 business days

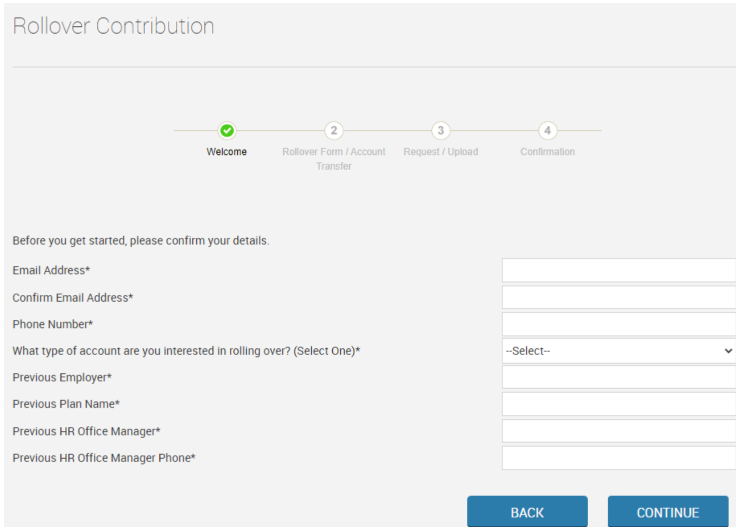
GUIDE TO ROLLOVER CONTRIBUTIONS

For Plan Participants

Rollover contribution

Under the **Manage** tab, select **Rollover Contribution** and you will be taken to The Rollover Contribution wizard.

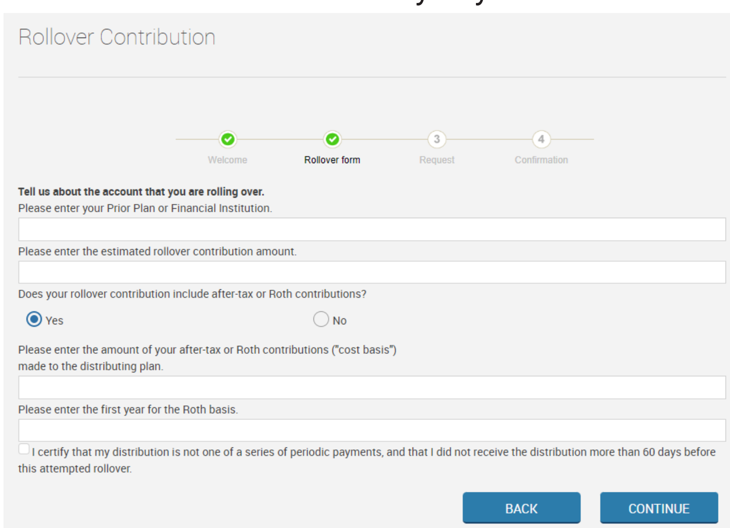
1. Enter Personal Information and Account Type.



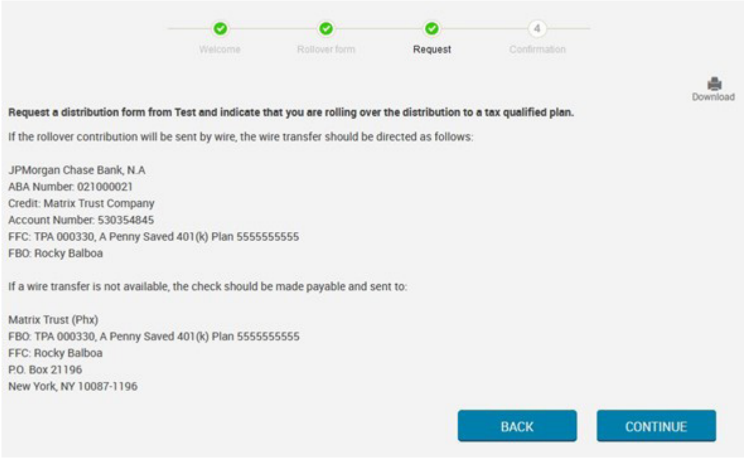
2. Enter Account Information about Rollover.

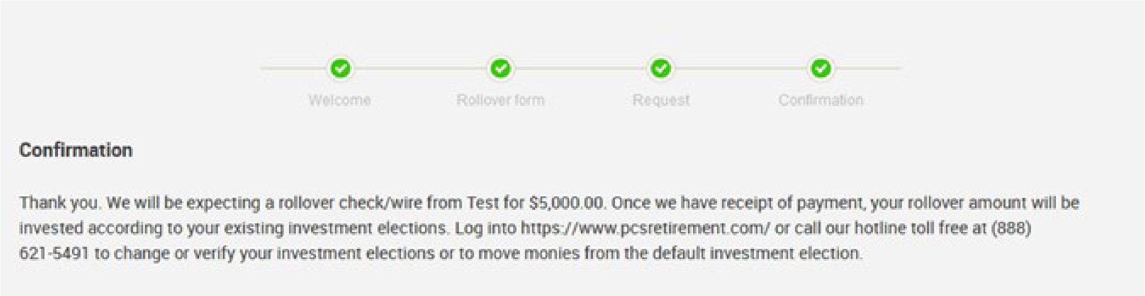
Note: If you are rolling over Roth or after-tax money you will need to provide the Roth basis amount and the first year that a Roth contribution was made.

3. Review information on how to transmit money to your account.



4. Confirmation: We will expect the rollover check/wire from the origin institution. Upon receipt, we will invest as per your investment elections.





GUIDE TO CALCULATING YOUR PERSONAL RATE OF RETURN

For Plan Participants

How is my rate of return calculated?

PCS uses the generally accepted Modified Dietz Method to calculate your rate of return. This method incorporates your return on investments as well as the timing of when money flows into and out of your account. By giving weight to the contributions, transfers and other activity in your account, we yield a more realistic return than a simple total, which only compares the beginning balance to the ending balance. Please bear in mind that this is one way of determining this rate, and other methods can produce varying results.

How does the Modified Dietz Method Work?

As with a normal simple return, we will compare the beginning and ending balance of your account during the period reviewed. In a Modified Dietz Method, we also factor in the cash flows (contributions in and withdrawals out) during the period. Withdrawals can consist of any fees, transfers out, exchanges, or distributions from your account. The time-weighted factor will come into the calculation on the bottom of our formula as shown below.

$$= \frac{\text{Ending Market Value-Beginning Market Value-(Contributions-Withdrawals)}}{\text{Beginning Market Value+Time Weighted Cash Flows}} \quad \text{x } 100$$

Below is a quick example of how the calculation works. We will assume the following items for purposes of this example:

- Beginning Balance as of January 1st was $5,000
- Ending Balance as of March 31st was $6,000
- A contribution of $500 traded on February 14th
- A distribution of $200 was processed on February 14th
- February 14th is halfway through the 1st quarter, so we will use a time factor of 50%

$$= \frac{\$6{,}000 - \$5{,}000 - (\$500 - \$200)}{\$5{,}000 + (\$500 \times .50 - \$200 \times .50)} \text{ x } 100$$

$$= \frac{\$1{,}000 - \$300}{\$5{,}000 + \$150} \text{ x } 100$$

$$= 0.1359 \text{ x } 100$$

Rate of Return = 13.59%

In the example found at the bottom of the previous page, the weight of these cash flows occurring during the middle of the period affects the calculation. If both the contributions and withdrawals occurred later in the quarter (March 1st), we would use a factor of 66.67%. This would increase your rate of return to 31.09% since the effect of the contributions were less reflective of the increase in your account due to market fluctuation. The opposite would occur (rate of return would be less than 13%), if the cash flows occurred earlier in the period.

As the recordkeeper of these transactions, PCS calculates the individual weights for each transaction while determining your personal rate of return. Below is a more realistic example of a multiple transaction scenario. Let us start off with some transactions to use in this example:

- Beginning Balance $5,000
- Ending Balance $5,500

Date	Days within Period	Amount
April 5th	4	+ $20
April 20th	19	- $50
May 15th	44	+ $30
June 1st	61	+ $40
(Total Cash Flow)		+ $40

The next step is to weight each transaction by the time frame in which each transaction occurred. To determine the factor, we must calculate the percentage of days within the quarter.

$$\text{Time Factor} = \frac{\text{90 days - X days within period}}{\text{90 days}}$$

With this formula, we can calculate the April 5th transaction weight.

$$\text{Time Factor} = \frac{\text{90 days - 4 days}}{\text{90 days}}$$

$$\text{Time Factor} = 0.95$$

Date	Days within Period	Time Factor	Amount	Weighted Amount
April 5th	4	0.95	+ $20	+ $19
April 20th	19	0.78	- $50	- $39
May 15th	44	0.51	+ $30	+ $15.3
June 1st	61	0.32	+ $40	+ $12.8
(Total Cash Flow)			+ $40	$8.1

Now that we have the weighted contributions and withdrawals, we can proceed with the rate of return calculation:

$$= \frac{\$5{,}500 - \$5{,}000 - (\$90 - \$50)}{\$5{,}000 + \$8.1} \times 100$$

$$= \frac{\$460}{\$5{,}008.1} \times 100$$

Rate of Return = 9.19%