



## Notice of Electronic Distribution of Benefits Documents

Dear Plan Participant:

As a plan participant in American Library Association (ALA) benefit plans you are entitled to information about your benefits a comprehensive description of your right and responsibilities under the group benefit plans.

Electronic copies of all plan documents including the Summary Plan Description (SPDs), certificates, applications, detailed information and more are located on our website under support site (login required) for your reference: <http://www.ala.org/support/hr-documents-forms-and-schedules>.

To ensure you fully understand the benefits available to you and your rights and responsibilities as a plan participant, it is important that you familiarize yourself with the information contained within the SPDs and let us know if you have any questions.

If you would like to receive a copy of any of these documents let Human Resources know and you will receive a copy free of charge.