



For former MainLine Investment Partners or Merion Realty Partners employees

MEMORANDUM

TO: FORMER MAINLINE MERION EMPLOYEE
FROM: HUMAN RESOURCES
SUBJECT: BENEFITS DISPOSITION
DATE: REV. MAY 2026

Please review the following information regarding your transition from the company.

Paycom Access

As a former employee, you will retain access to your payroll, HR, and tax forms and records via the Paycom system. Your login credentials are the same as when you were an active employee. To reset your username or password, select “Forgot Username or Password” on the homepage. Paycom ESS login: <https://www.paycomonline.net/v4/ee/web.php/app/login>.

Company Property

Typically, any company property (keys/access cards or fobs, computer equipment, etc.) that is in your possession should be promptly returned to your direct supervisor when you leave the company. You can contact your former manager to coordinate the return of such items.

Other Important Employment Transition Information

- Please visit <https://my.merionresidential.com/> > **Former Staff** to review important information that you may find useful related to your departure from MainLine Merion including general information about the retirement plan and distribution options, the continuation of any health and welfare benefits enrollments and COBRA options, and state unemployment compensation benefits.
- *Please note that most of the information on <https://my.merionresidential.com/former.html> > Merion Residential/Former Staff section also applies to former MainLine Investment Partners and Merion Realty Partners employees. Questions? Contact Merion HR at ContactHRP@merionresidential.com.*

- **Benefits/COBRA** - Information about the continuation of health coverage (COBRA): <https://www.paycomonline.net/v4/ee/web.php/app/login> (Paycom COBRA is the company's COBRA administrator.)
 - Contact Paycom COBRA via email at COBRA@paycomonline.com or call Paycom at 800-580-4505.
- **Vanguard Retirement (401(k)) plan** – General 401(k) Plan terminated participant information: https://my.merionresidential.com/pdf/former/MRM-Vanguard-Terminated_Participant_Flyer.pdf
 - Link to the Vanguard participant website: <https://my.vanguardplan.com/login/participant>
 - Call Vanguard participant services at 866-794-2145 (Available Monday-Friday, 8am to 8pm ET).
- Links to **state unemployment benefits** general information websites can be found on the <https://my.merionresidential.com/former.html> webpage.

If you have questions, please reach out to Human Resources at ContactHRP@merionresidential.com.

