

# Online Account Registration



Your Plan website makes it easy to manage your account and learn about saving and investing. To access your account online for the first time, follow these steps.

**STEP 1:** Visit [www.empower-retirement.com/participant](http://www.empower-retirement.com/participant) and select REGISTER from the Login box.<sup>1</sup>

## STEP 2:

### If you know your PIN <sup>2</sup>

Choose *I have a PIN*.

Enter your Social Security number and PIN and click CONTINUE.

Provide your contact information and create a username and password. Click REGISTER.

### If you don't know your PIN

Choose *I do not have a PIN*.

Complete the requested personal information and click CONTINUE.

Provide your contact information and create a username and password. Click REGISTER.

## Future logins

For future visits to the website, enter your username and password and select SIGN IN. You will be asked to confirm your identity by requesting that a verification code be sent to you via email, text or phone call. Choose your preferred delivery method and click CONTINUE.

Once you receive the verification code, enter it on the website. You may skip the verification code process in the future by checking the *Remember this device* box. Otherwise, you will go through the verification code process anytime you log in from a device or browser that is not recognized. Click SIGN IN.

If you experience any problems while registering your account, please select the Contact Us link at the bottom of the page.

<sup>1</sup> Access to the website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons.

<sup>2</sup> The account owner is responsible for keeping their PIN/Password confidential. Please contact Client Services immediately if you suspect any unauthorized use.

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