

## Retirement Plan Online Access Guide

*Safe, Secure, and Easy to Use.*

### Set Up Your Online Account Access

1. Visit <https://www.benefitwebaccess.com/login/>
2. Your **Username** is your **Social Security Number** (without dashes).
3. Your **Password** is your **Date of Birth** (mmddyyyy format).
4. You'll be prompted to create a unique username and password when logging in for the first time.
5. Once logged in, provide or confirm your **email address** and/ or **mobile phone number**. To do so, click Settings, then Personal Information.



### Our website gives you 24/7 access to:

- Account summary
- Personal information
- Quarterly account statements
- Plan forms & reports
- Source balances
- Investment balances
- Investment performance & profiles
- Investment election
- Transfer balances
- Transaction history
- Pending activity
- Rate of return



**Go Green!**

Sign up for paperless statements today.

Once logged into your account, click Forms & Reports on the toolbar, then select Reports. Paperless statements provide an easy way to organize your account statements and view your statement sooner while helping the environment. Historical statements will be available on the website and may be printed upon demand.

For assistance, call

**1-888-744-4015**

Monday through Friday

8:00 am to 5:00 pm Central.

