![ACCG Retirement Services logo]

How to set up access and register to your
401(a) /457(b) account

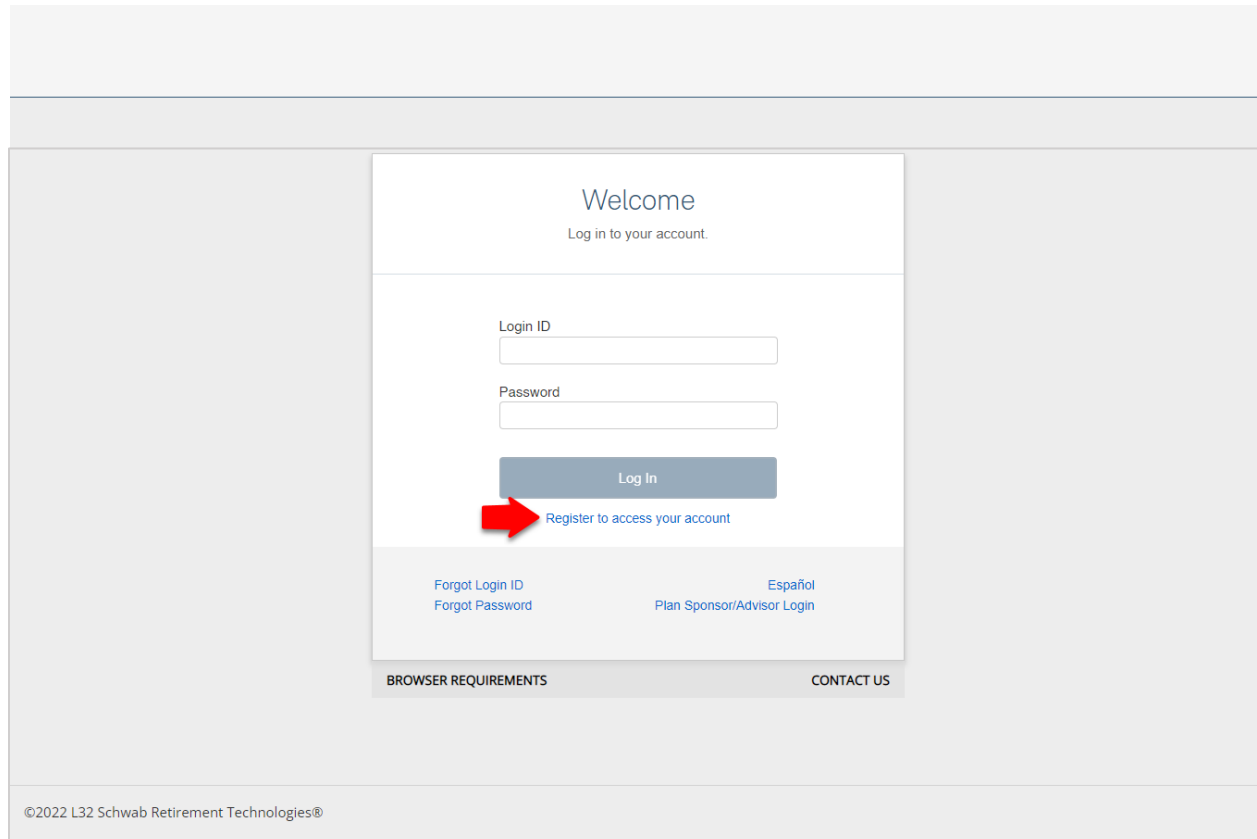## Go to the ACCG Retirement Services website and choose "Register"

Open an internet browser and go to www.accgretirement.org

Click on the "Access your Account" button on the homepage

Click the link that says "Register to access your account."

Welcome

Log in to your account.

Login ID

Password

Log In

Register to access your account

Forgot Login ID   Español
Forgot Password   Plan Sponsor/Advisor Login

BROWSER REQUIREMENTS   CONTACT US

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*These instructions are only for those who have never set up a username and password to access their account.

Enter your information

The next screen will ask for some basic information about you and your benefits plan. Fill out as much as you can to help the system identify you. Then click **Continue**.

Note: You must enter at least one email address or phone number.

Let's get started

Tell us a little about yourself and your plan.

Personal Information

We need this information to identify you and your account. Use your legal name, not a nickname.

First Name

Last Name

Social Security Number

use dashes for the SS #

Confirm Social Security Number

Date of Birth (mm/dd/yyyy)

Contact Information

Please provide at least one way for us to contact you.

Home Phone Number

Mobile Phone Number

Personal Email Address

Workplace Information

If your employer has provided you with this information, enter it below.

Work Phone Number

Work Email Address

Employee ID

Back   Continue

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Verify your identity

After submitting the form, you should receive a security code via email or text message. Enter the security code and then click **Verify**.

Note: It may take a few minutes for the code to arrive. If you do not receive a code, you can select the option to **Send a new code.**

Two-step verification   Help

Check your email or phone for a security code. This code will expire in 15 minutes.

Enter Security Code

[   ]

Didn't receive? Send a new code

Verify

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Create login credentials and security questions

Next, you'll need to set up your account. Follow the instructions on screen to create a Login ID, password, and security questions. Then click **Continue**.

Welcome, Jennifer

Create a Login ID and password to complete registration.

Login ID

Confirm Login ID

Password

Confirm Password

Security Question 1

Select security question

Security Answer 1

Security Question 2

Select security question

Security Answer 2

Security Question 3

Select security question

Security Answer 3

Continue

For illustrative purposes only

Log in to finish setting up your account

If your registration is successful, you will see the message below. You can now return to the login page and log in to continue setting up your account.

Registration Confirmation

✅ Your registration is complete. To access your account, log in using your new credentials

Return to Login

*** Please be sure to verify or update your mailing address and email address. This will insure that you will receive any notices we send out regarding your account***