

How to Get Enrolled

Follow these instructions to
enroll in Your 401(k) Plan.



STEP 1 Create your account

Register and access the enrollment website for the first time.

- Website: www.empower-retirement.com/participant
- Click **"Register."**
- Click on the **"I do not have a PIN"** tab. You'll be prompted to **answer a series of questions** to verify your account. When complete select "Continue."
- You'll be prompted to **provide your email address or phone number** where you will receive your verification code. You will also **create a Username and Password**. When complete, select **"Register."**

STEP 2 Enroll in your company's retirement plan

Make key decisions about your 401(k) account through two options.

- The first option is to select **"Quick Enrollment."** If you select this option, you will be contributing the listed amount and be invested in the option your employer pre-selected for your company's retirement plan.
 - Select **"I Agree, Enroll Now."**
 - **Confirm enrollment details** and select "Next, Add Beneficiaries."
 - **Enter your beneficiary designation** or you may select "Skip & View My Account."

STEP 2 Enroll in your company's retirement plan

- The second option is to **select "Customize Enrollment."**
 - Select "Customize Enrollment" and **click "Get Sarted."**
 - **Indicate** whether you have made contributions to any other retirement plans since the beginning of the current year. When complete, select "Continue."
 - **Set your contribution rate** and select "Continue."
 - **Select which type of contribution** you would like to make. Once complete, select "Continue."
 - **Confirm your contribution rate** by selecting "Confirm & Continue."
 - **Complete the Fisher Investments Retirement Navigator** online questionnaire (optional). It takes about 10-15 minutes to complete and you will answer simple questions regarding your unique retirement goals. Based on your answers, it will identify a model portfolio for you.
 - **Make your investment selections** from the following options:
 - **Do It For Me** – Select if you would like your account to be invested in a default portfolio based on your age.
 - **Guide Me** – Enter the model portfolio you chose during the Retirement Navigator questionnaire here, or another if you prefer.
 - **Select My Own Fund Mix** – Select this option if you would like to make your own asset allocation elections from the available fund menu.
 - **Open My Own Brokerage Account** – Select this option if you would like to have maximum flexibility when choosing investments.
 - **Review your plan summary.** When complete select "I Agree, Enroll Now."
 - **Confirm enrollment details.** When complete select "Next, Add Beneficiaries."
 - **Designate your beneficiaries** (optional).

Would you like some help? Reach out to us.

Schedule a 30-minute one-on-one meeting with a Retirement Specialist.

Your Retirement Specialist has a great deal of experience with helping employees plan for a successful retirement. They can help you get enrolled as well as provide educational support and guidance.



Schedule your meeting now!