

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.principal.com/myaccount**
- Select **"Create an Account"** on the homepage if enrolling for the first time.
- You'll be prompted to **answer a series of questions**. Once completed, you'll need to verify the information and click **"Continue."**
 - You'll be prompted to **provide a cell phone number**. You will receive a one-time code through the phone number you provided to complete the registration.
 - Once verified, you'll **create a user ID and password**.
 1. Your user ID must be 8-32 characters long, and consist of letters and at least two numbers.
 2. Your password must be 8-32 characters long, and must contain at least one number and one letter.
 - **Enter an email address**. This email will receive account communications and quarterly statements, unless paper statements are elected later in the enrollment.
 - You'll be prompted to **set your security preferences** by answering three security questions.
 - Once completed, you'll need to **verify the information** and click **"Submit."**

STEP 2 Enroll in your company's retirement plan

Make key decisions about your 401(k) account.

- Once you've completed your account setup, **you'll need to log in again** to the participant website by **selecting "Login."**
- Once logged in, you'll be prompted to **provide a cell phone number**. You'll receive a one-time code to complete your cell phone number registration.
- **Set your deferral rate**, or how much you'd like to put towards your 401(k).
- Review and **choose your investment selections**. A model portfolio or individual funds if you prefer. Refer to the Investment Option Summary for the full list of investments.
- **Designate your beneficiaries**. This step may be completed at a later time.
- **Review your summary** confirmation and **select "Submit"** to complete your online enrollment.

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!

Contact Us: 888-322-7586 | contact401k@fi.com