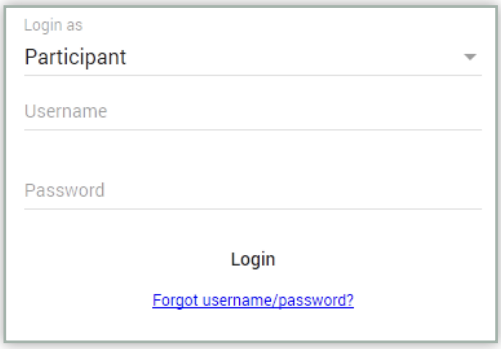
How to Register Your Account and Modify Your Enrollment

www.go-retire.com/scm

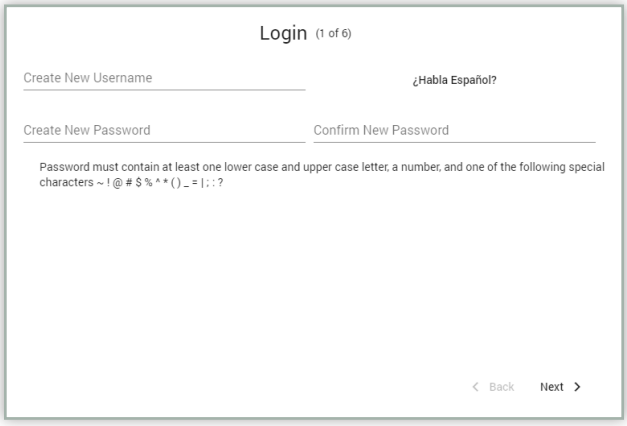
Follow these step-by-step instructions on how to register/ modify your enrollment in your company retirement plan account and designate your beneficiaries; an important and valuable step toward securing a successful retirement outcome. Your Retirement Account can be registered online or by downloading the free GoRetire mobile app. The GoRetire app is available for iOS and Android devices. These options will give you simple and easy access to your account anytime, anywhere.

1. Register Your Online Access

a. Navigate to your companies Go-Retire site and choose Participant under Login as. Enter your current Username and Password. Your Username is defaulted to your social security number (no dashes) and your password will be your date of birth in MMDDYYYY format.



b. Using your social security number to login will require you to choose and confirm a new Username. All users are required on initial login to choose a new password. It must contain between 8 and 20 characters, one number, one upper and one lower case letter, one special character and no spaces.



c. In the event you forget your password you can reset it by answering a Security Question from the login page. You are required to choose and answer three different questions from the preselected list.

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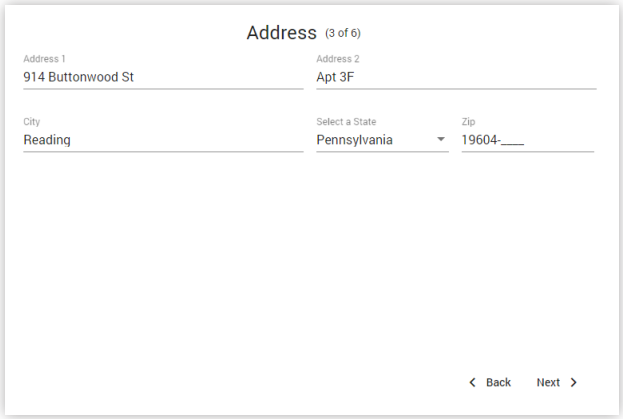
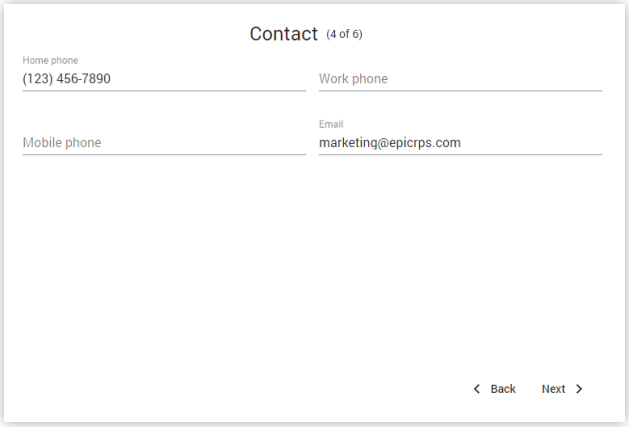
2. Verify, Enter, or Update Your Personal Information

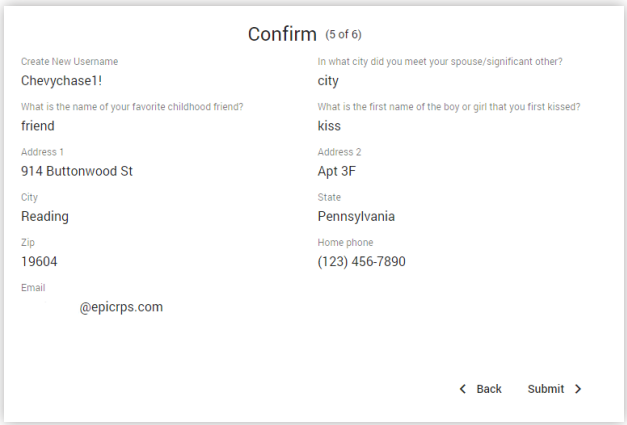
a. Review or enter your current home address. If any changes are required to the information displayed you can make those changes here.



b. Enter your contact information. E-mail address is a required field.



c. Review and confirm the information you entered in the previous steps. Click **Submit** if everything is accurate.



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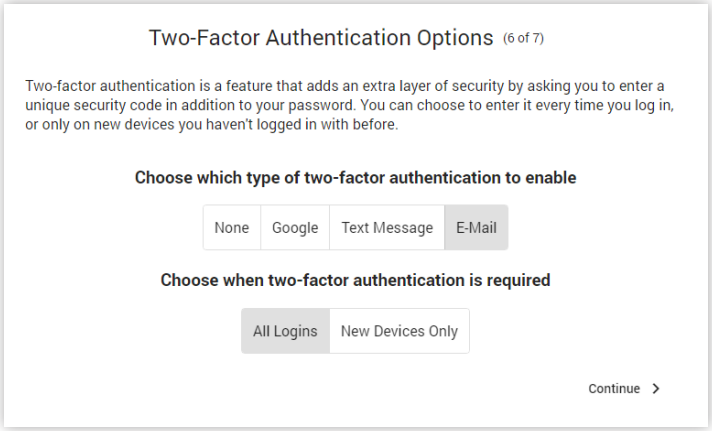
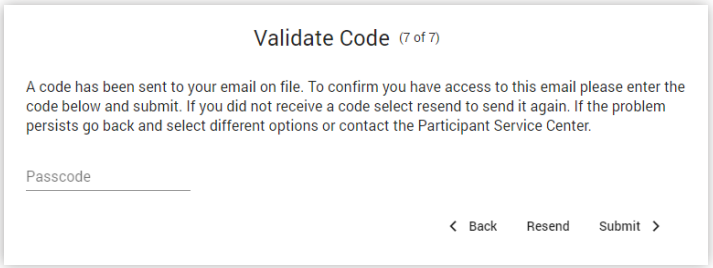
3. Two Factor Authentication

a. This next step allows you to add additional levels of security to your online account by enabling Two Factor Authentication. You can choose the method of authentication (none, Google Authenticate, Text Message, E-mail) and the timing of authentication (all logins or only logins from a new device).



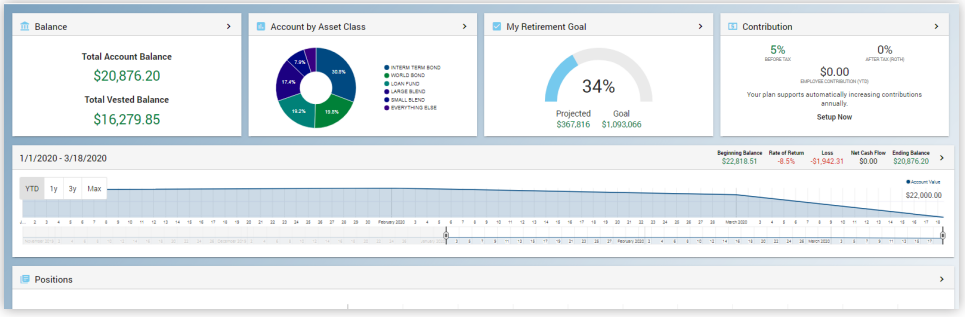
b. If you have enabled Two Factor Authentication a passcode will be sent to you. Enter the code you receive and click Submit.



c. *Note:* Regardless of Two Factor Authentication settings, as a security measure any time your account is accessed from a new device you will receive an e-mail notification. If you receive a notification and suspect that someone has accessed your account without permission contact your plan administrator immediately.

4. Retirement Account Home Page

a. You will be automatically taken to your retirement account Home Page.



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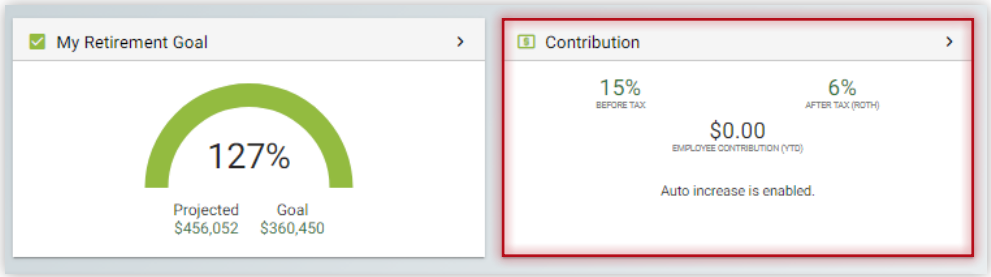
5. Set/Verify Your Contributions

a. If your contribution has been defaulted by your plan administrator, please verify the election reflected on your home page Contribution tile. If correct, please proceed to step six.

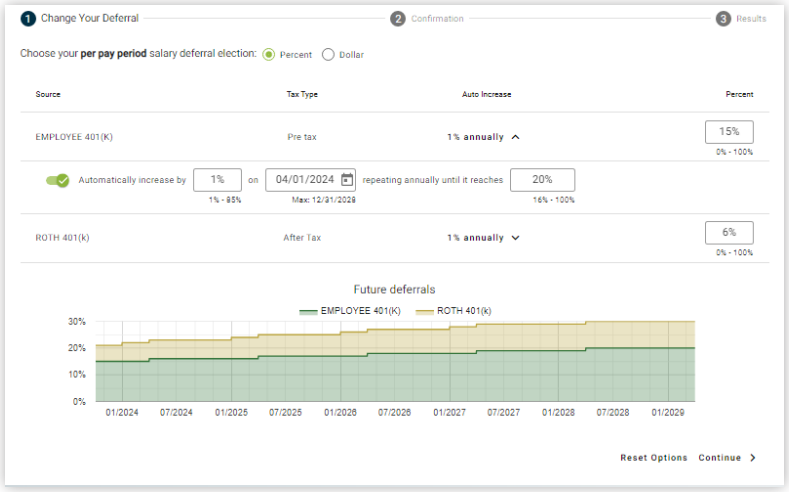
b. To make changes or enroll for your retirement plan contributions, select the **Contribution** tile.



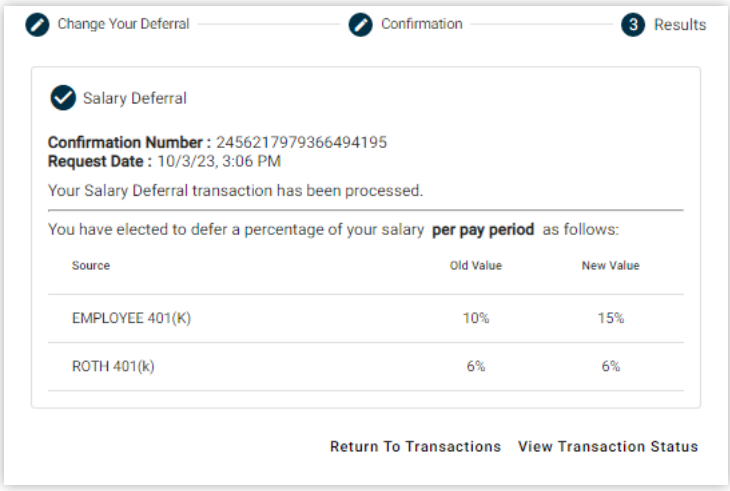
c. Enter the desired contribution percent/dollar amount for the appropriate contribution source.

d. If you would like to enroll for an annual auto increase of your contribution amount, you can also do so from this screen.

e. Once the desired contributions are reflected, select **Continue**.



f. A confirmation of your elections will appear.



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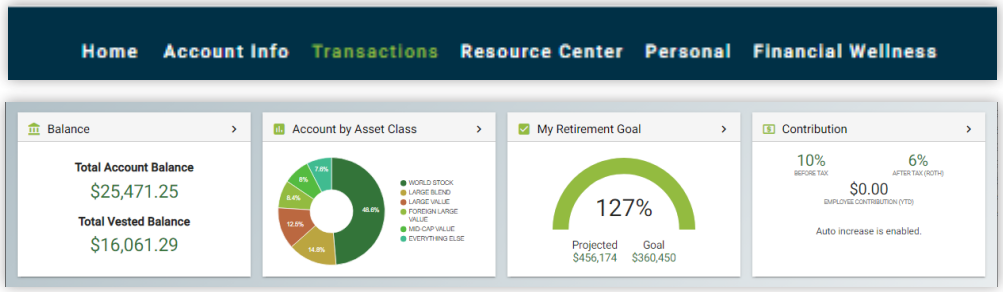
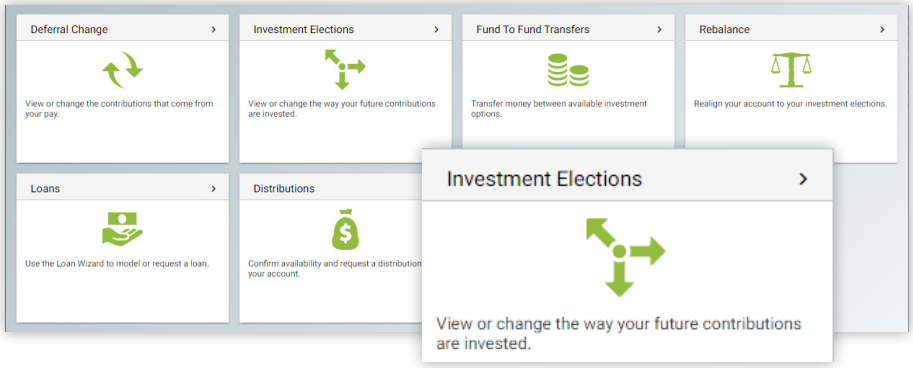
6. Select Your Investment Elections

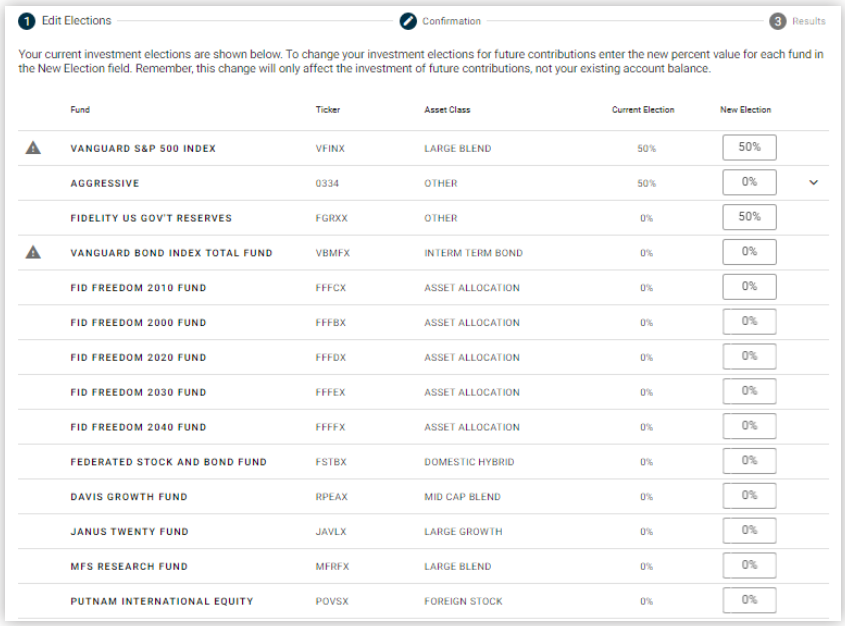
a. From the Home page, select **Transactions** from the Top Menu bar.



b. Select the **Investment Elections** Tile.



c. Review your plans investment options from the list of funds available. You may select the fund name for additional information pertaining to the fund (fact sheet, prospectus)



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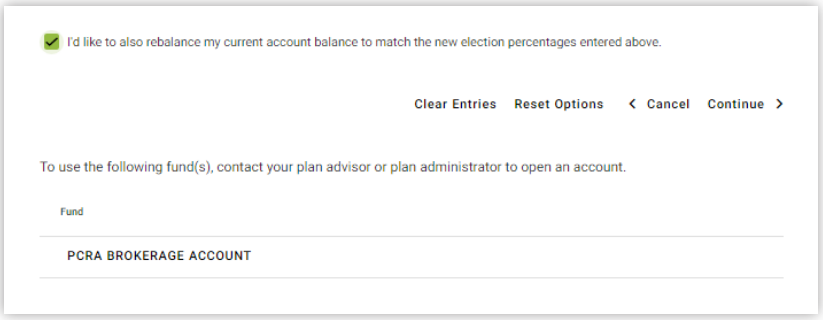
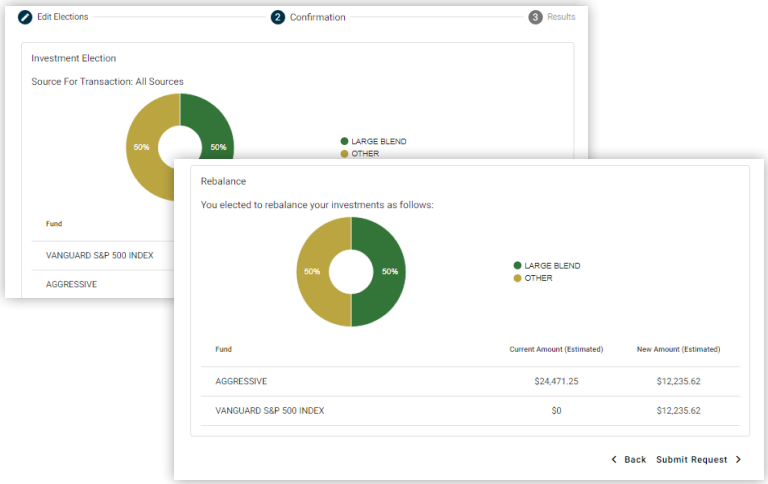
d. Your new election percentages must total 100% before you can move on to the next step.

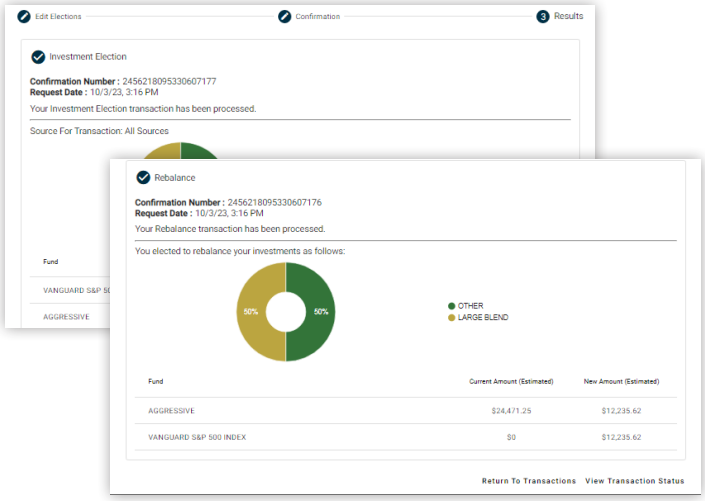
Please note, if you would like to rebalance all of your current account balance into your new lineup, you must select the checkbox below your fund listings.



e. You will be provided with a summary of changes, if correct, please select **Submit Request.**



f. A confirmation screen will appear to confirm the transaction has been submitted.



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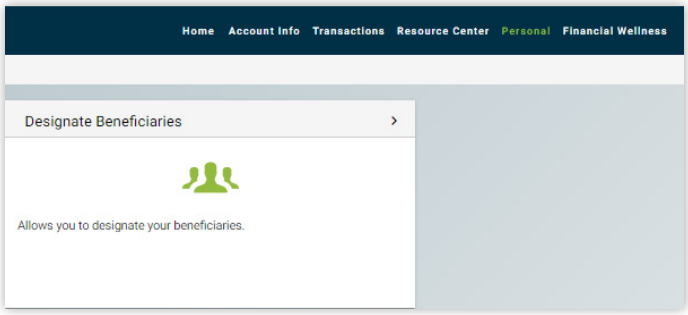
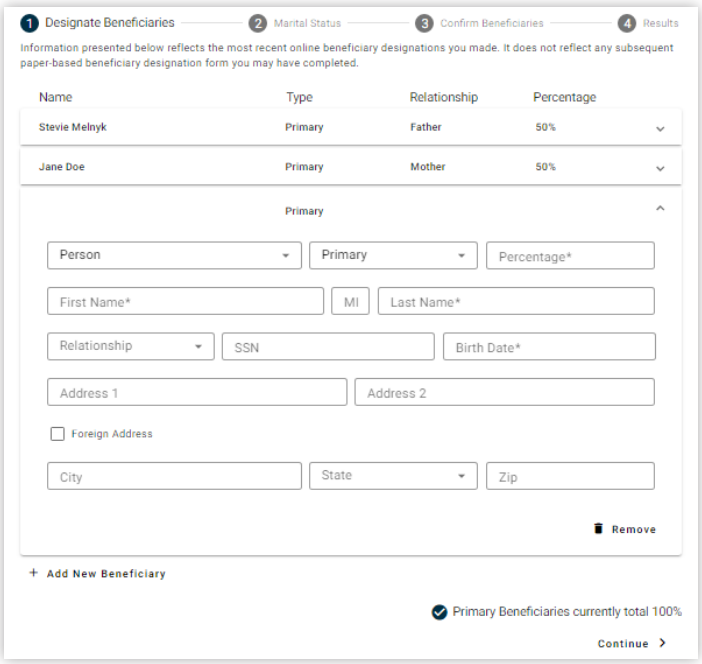
For assistance with your account and the website, participants are always welcome to speak directly to a Service Center Representative, by phone or e-mail. Bilingual support is available from 8:00am until 8:00pm EST, Monday through Friday. For plan participants who prefer e-mail, representatives will assist with inquiries sent to help@go-retire.com.

7. Designate Your Beneficiaries

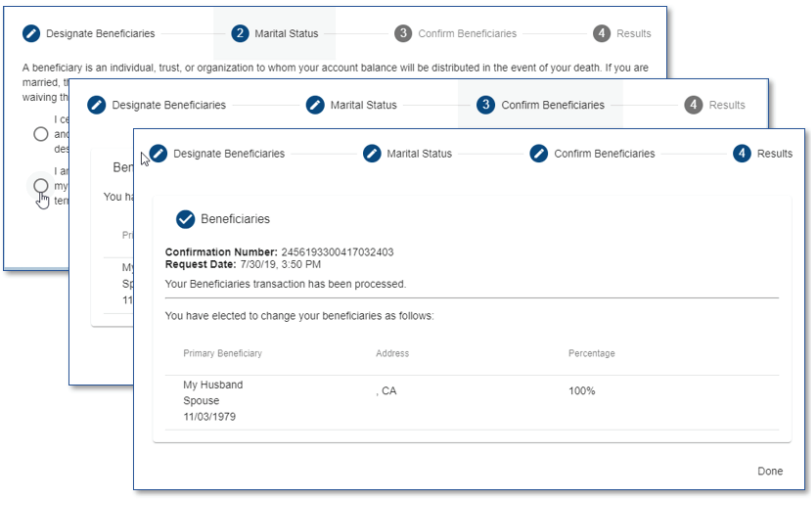
a. From the Home page, select **Personal** from the top menu bar



b. The fields marked with asterisk's are required to designate an individual beneficiary. There is no limit to the number of beneficiaries that may be designated.



c. Confirm your marital status, beneficiaries, and **Submit**. Please note, if you are married, you must have written spousal consent to designate other than 100% of death benefits to your spouse, i.e., non-spouse primary beneficiaries.



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