



ANYTIME ACCESS

Website Access

Access your account anytime:

1. Go to www.newportgroup.com
2. Select Login
3. Select Participant Access
4. Enter your **User ID** and **Password**

First-time users:

User ID: Your full Social Security Number (SSN), no dashes.

Password: Your date of birth (MMDDYYYY). Once logged in, you will be required to update your User ID and Password.

Interactive Voice Response

Access your account anytime by:

1. Dial: **844-749-9981**
2. Stay on the line for English or press 5 for Spanish
3. Press 1 to use the Automated System to access account information
4. Press 1 to login
5. Say or enter your **Social Security Number (SSN)**
6. Say or enter your **PIN**

First-time users:

PIN: Your default PIN is your date of birth (MMDDYYYY).

Once logged in, you will be required to change your PIN.

Note: Website and telephone transfer requests made by 4 p.m. ET will be processed on that business day. Requests received after 4 p.m. ET will be processed on the next business day.

Top Web Features

- Rebalance your portfolio
- Transfer money between investment options
- Change your future contribution allocation
- Update your personal information
- Link to investment information
- View and download transaction history
- Balances viewable by funds or contribution source
- View a summarized description of your plan's details
- Monitor your retirement goals
- Data download to Quicken™
- Request eStatements.

Top Web Tips

- Forgot your Password? To reset your login, visit the website and select **Forgot Password?** Enter your SSN and answer the security question.
- Use your mouse to click buttons instead of the Enter key.
- Use the website navigation instead of your browser's Back and Forward buttons.
- For your security always use the Logout link to end your visit to the website.