

# ACCESSING YOUR RETIREMENT PLAN IS EASIER THAN EVER!

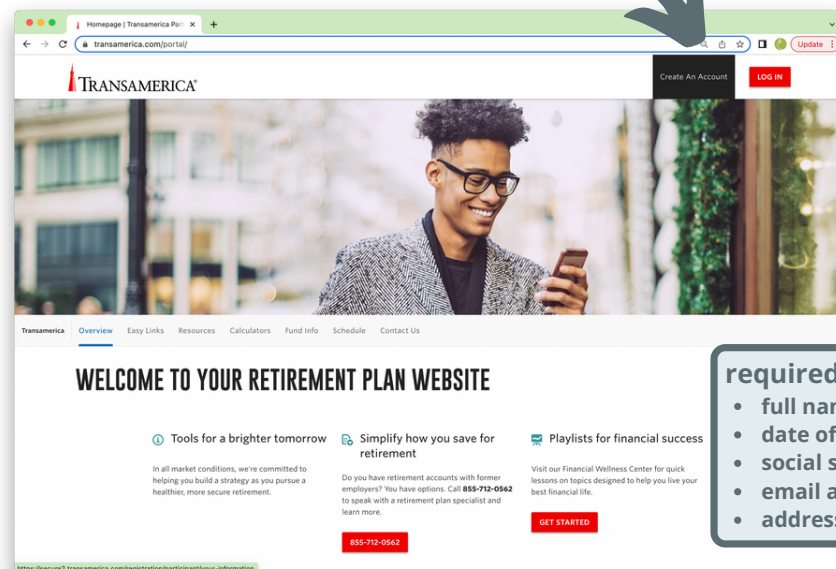
Everything you need to know about your retirement plan is now accessible to you in one place. You can check your 401(k) balance, change how much you invest in the future, name your beneficiaries and much more. Simply log into your Transamerica Retirement Plan Website.

## Get Started!

To log in, you'll need to first set up your account access.

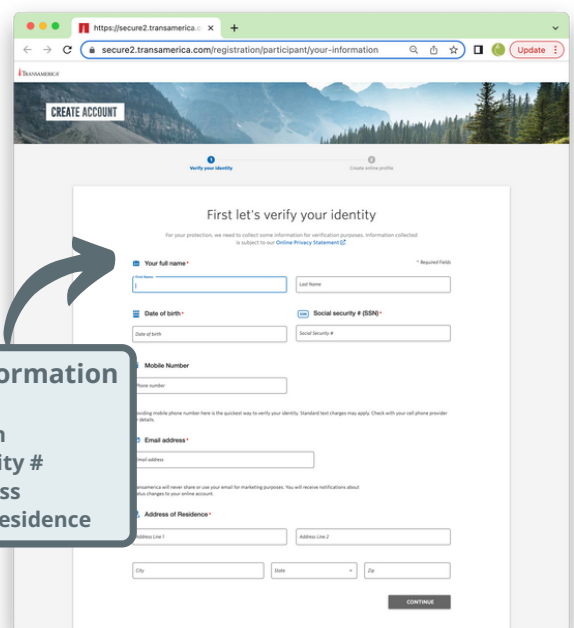
### Step 1:

Go to [Transamerica.com/portal/home](https://transamerica.com/portal/home) to Create An Account



### Step 2:

Verify your identity



- required information**
- full name
  - date of birth
  - social security #
  - email address
  - address of residence

### Step 3:

Create online profile. Follow the prompts to create a username and password

## Manage Your Account

Once you create your profile, you will be asked to **Set Up Account**. You can return to this at any time. While setting up your account, be sure to follow these tips to help you maximize your benefits.

### Set Your Preferences

- ✓ You will automatically receive electronic delivery of documents via email. You can change this preference at any time simply by unchecking the box, and you will receive documentation via regular US mail.

### Your Contributions

Choose your elections to make a difference over the long haul.

- ✓ Confirm your **contribution rate**  
Have your desired deferral percentage or amount handy. You can choose to set aside money each paycheck for your retirement, whether it is deducted from your paycheck before taxes each pay period or after taxes with Roth.
- ✓ Consider an **auto-increase**  
One way to keep up with inflation and your income needs in retirement is by contributing a little bit more each year. Auto-increase is a service option that helps you take a small step that adds up over time.

### Name your beneficiaries

- ✓ Take a minute to choose, review, or update your beneficiaries:
  1. Log in and View your account details
  2. Click **Beneficiaries** under the **My Plan** menu on the top
  3. From here you can name or update beneficiaries on your account

### Investment Choices

- ✓ You decide how your account will be invested. Take a minute to review your investment options and instructions.

If you have any problem accessing or setting up your account, please reach out to:

#### TransDirect Participant Contact Center

Hours: 8:00 AM – 9:00 PM EST

Phone: (800) 401-8726

Email: [EmployeeSolutions@Transamerica.com](mailto:EmployeeSolutions@Transamerica.com)

If you need additional assistance with retirement planning support, please contact your retirement plan team:

#### Judy Gutierrez

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