

Retirement Account Access

We are pleased to introduce the *Retirement Access System* offered by NWPS. To access your retirement account, go to www.yourplanaccess.net/nwps/ and enter your User ID, Password and select "Participant". Your account is subject to a multi-layer authentication process which means that each time you access your account you will need to provide a PIN number in addition to your User ID and password.

Initially your User ID is your Social Security Number (SSN) and your Password will be the last four digits of your SSN. If NWPS has not received an email address or a text enabled phone number from your employer prior to your initial log in, you will be required to contact a live service representative at (888) 700-0808 to authenticate your account.

Once authenticated you will be able to log in, update your Username and Password as well as update your email and phone number. We recommend that you also complete the security question which can be used to retrieve your login credentials in the event they are forgotten.

Website Access:	www.yourplanaccess.net/nwps/
UserID:	social security number (without hyphens)
Password:	last four digits of your social security number
PIN:	retrieve and enter PIN
Live Representative:	(888) 700-0808

Once you've successfully logged on to the website, you will land on the "Dashboard" where you will see an overview of your account balance and investments. See a few highlights below:

- **Dashboard.** Displays your projected monthly income at retirement, account balance, current portfolio and recent activity.
- **Manage Account.** Make changes to investments and allocations and set up periodic recurring account rebalance.
- **Performance.** View performance information for investment options offered in the Plan as well as your personal rate of return.
- **Forms & Reports.** Elect to receive statements, etc. electronically, create statements on demand, access library of the plan forms, notices and/or reports.
- **Retirement Readiness and Financial Wellness.** Project how your current savings and investments will provide for you at retirement. View educational videos covering related topics such as budgeting and debt management.

Transactions that are entered by the stock market close, generally 1:00 pm (Pacific)/ 4:00 pm (Eastern), will be submitted for processing the same day. Transactions entered after the stock market close will be submitted for processing the next business day.

The retirement access system is updated daily to reflect activity and earnings in your account. If you have questions regarding the Retirement Access System or the Plan, please contact NWPS at (888) 700-0808; if you have questions regarding benefit eligibility please contact your Human Resources representative.