

PARTICIPANT WEB QUICK START GUIDE

SUPPORTED BROWSERS

Internet Explorer - 9, 10, 11
Firefox – latest version
Safari – latest version
Chrome – latest version




GENERAL INFORMATION

- ⚙ Go to www.my-pension.com, and enter your Username and Password. If you have forgotten either your username or password, click on the 'Forgot...' link shown below, or contact our help desk at helpdesk@TWGBenefits.com.
- ⚙ Choose 'Participant', and hit LOGIN.
- ⚙ If you are a new user, and your plan has provided you an access code, click on 'New User'.




Once you have logged in, at the top right of each page you will see these three icons:

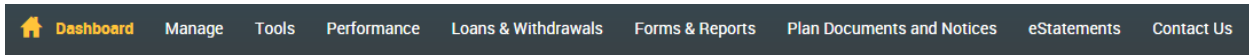



-  Important messages. The number in the red circle indicates how many messages are available.
-  Profile Settings. Click on this to see/edit personal information, change password, and view other important links.
-  Logout.

PARTICIPANT DASHBOARD

The home page, called the Dashboard, shows a variety of information about your retirement plan. Click on any of the menu bar items at the top of the screen to navigate the site. Clicking on the  icon will always return you back home. Items on the Dashboard include:

- ⚙ **Account Balance.** Mouse over the colored areas of the donut graph for quick fund balance views.
- ⚙ **Contribution Rate.** Information will display for your pre-tax and/or Roth contributions.
- ⚙ **My Portfolio.** Click on the View dropdown to be see optional views by Fund, Asset Class, or Source.
- ⚙ **Recent Activity.** Includes contributions, transfers, personal information changes, etc.
- ⚙ **Retirement Tips.**



My Dashboard 

Account Balance

\$500.03

\$500

Vested Balance

Rate of Return

MANAGE INVESTMENTS

Contribution Rate

\$500.00

Pre-tax

\$500

Pre-tax

CHANGE CONTRIBUTION RATE

My Portfolio

View

Overview

Investment Name	Fund ID	Price	Expense	Asset Class	From My Paycheck	Balance
American Century Strategic All	ACVAX	\$8.51	0%	Aggressive Allocation	20%	20% \$100.00
American Century Strategic All	ACCAX	\$5.88	0%	Conservative Allocation	20%	20% \$100.00
Artisan International Fund	ARTIX	\$31.32	0%	Foreign Large Growth	20%	20% \$100.00
American Century Target 2010 F	ACTRX	\$102.59	0%	Intermediate Government	20%	20% \$100.03
American Century Strategic All	ACOAX	\$7.14	0%	Moderate Allocation	20%	20% \$100.00

Recent Activity

Date	Type	Amount	Status
01/07/16	Deferral, Pre-tax or Roth	\$500.00	✓
01/06/16	Investment Election Change	n/a	✗
01/06/16	Other Plan Deferral Designation	n/a	✗
01/06/16	Personal Information ; Automatic enrollment opt-out	n/a	✗
01/06/16	Beneficiary Change	n/a	✗
01/06/16	Enrollment Complete	n/a	✗
01/06/16	Personal Information Change	n/a	✗


VIEW WEB/VRU ACTIVITY

VIEW TRANSACTIONS

Retirement Tips

GET IN THE GAME

Staying on the sidelines by putting aside money as cash or in a savings account is a safe investment, but using this method to fund your retirement could leave you coming up short. For example, \$100,000 invested in equities for 25 years could bring back a return of \$344,000 more than cash by the time you retire!



*Assumes 1% rate of return on cash; 7% rate of return on equities; and 22 years to retirement.

FREQUENTLY USED FEATURES

Some of the most frequently used features can be found on the Manage Investments page. From the Dashboard, click on either the Manage Investments bar underneath Account Balance, or click Manage from the top menu bar. Once on the Manage Investment page, you can:

- ⚙ Change your investment elections
- ⚙ Move money between investments
- ⚙ Rebalance your investment mix
- ⚙ Change your current contribution rate

Click **GET STARTED** under any of these options to be taken through a step by step process to complete the task.

Dashboard
Manage
Tools
Performance
Loans & Withdrawals
Forms & Reports
Plan Documents and Notices
eStatements
Contact Us
Plan Selection

Manage Investments
Print


What would you like to do?

Your Balance

\$500.03

Vested Balance \$500.03


Change Elections



The funds you put the money from your paycheck into.

GET STARTED


Move Money



Transfer the money in your account between the funds in your plan.

GET STARTED


Rebalance



Make the balance match your existing target or set a new one.

GET STARTED

Change Contribution Rates



Change how much money you put in your account from your paycheck.

GET STARTED