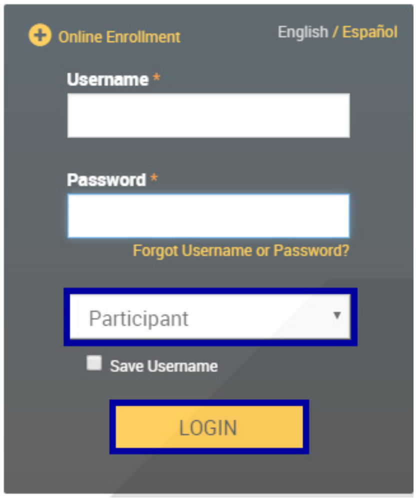
Participant Website Guide

Visit https://www.yourplanaccess.net/retirementplanconsultants/



Type in your **Username** and **Password**, as provided in your welcome letter

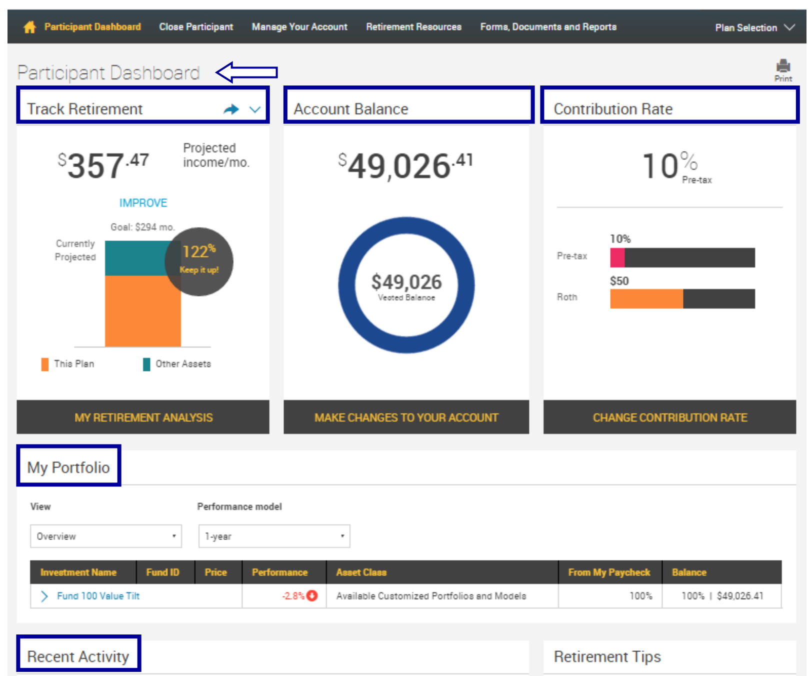
Select Role: Participant

Click the **Login** button

Upon Initial Login, you will be on the **Participant Dashboard** which provides an overview of your account.

- **Track Retirement**
- **Account Balance**
- **Contribution Rate**
- **Investment Portfolio**
- **Recent Activity**

There are several tabs that will provide you more information about your plan.



At the top right corner of the **Participant Dashboard**, you will find these three options:

Plan Messages from RPC

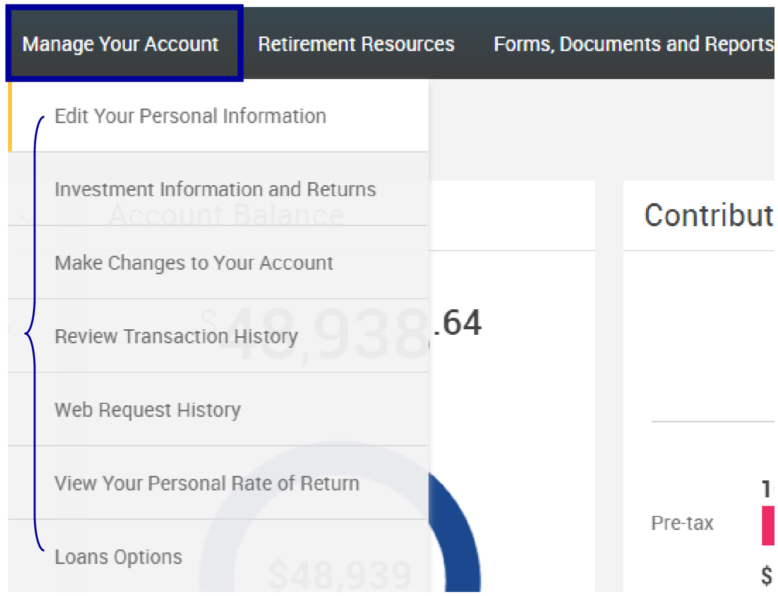
Change your Password or Upload a File to RPC

Sign off the Secure Website

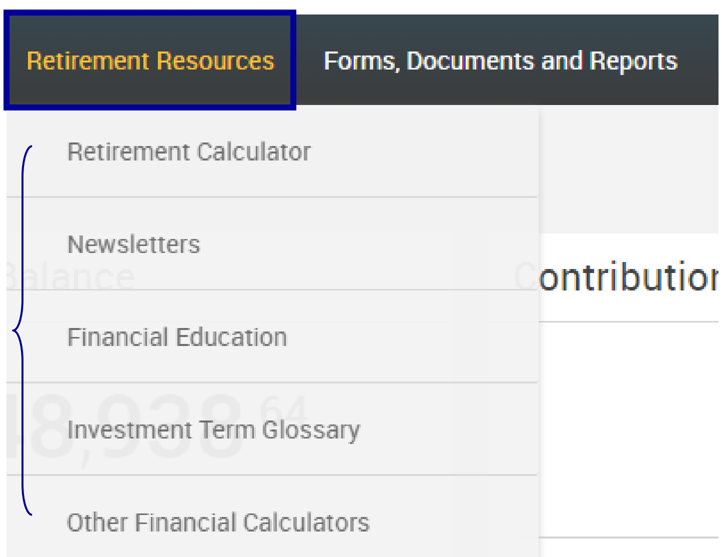
Participant Website Guide

Within the **Manage Your Account** Tab, you will find the following:

- **Edit your personal information**
  Edit or update your general information
- **Investment Information and Returns**
  View the funds available in your plan.
- **Make changes to your account**
  Change Elections, Move money, rebalance your account or change your contribution rates.
- **Review Transaction History**
  View your transaction history
- **Web Request History**
  View changes requested in your account.
- **View Your Personal Rate of Return**
  View Rate of Return dates and percentages.
- **Loans Options**
  View outstanding loan and quick loan Calculator



Within the **Retirement Resources** Tab, you will find the following:



- **Retirement Calculator**
  Estimate your income and savings that you will have when you retire
- **Newsletters**
  View our current information
- **Financial Education**
  Find relevant articles, tools and questions that have been answered by CPAs.
- **Investment Term Glossary**
  Glossary of General Investment Related Terms
- **Other Financial Calculators**
  Home, Personal, Retirement, Savings, Business Finance and Tax Estimators.

Within the **Forms, Documents and Reports** Tab, you will find the following:

- **Forms and Documents**
  Access Participant Forms
  Access Plan Documents
- **Reports and Online Statements**
  Generate and Review Reports within our Reports Package