

GREAT-WEST RETIREMENT SERVICES

401(k) ACCOUNT ACCESS INFORMATION

Website Address: www.gwrs.com ~ Voice Response System: 800-338-4015

Instructions for creating a Username or PIN

First Time Users

- Step 1 – New Participants will receive PIN and PLAN ID numbers in the mail from Great-West
- Step 2 – Click on **First time visiting? Let's get started!**
- Step 3 – Enter Plan ID number
- Step 4 – Enter Social Security Number and PIN
- Step 5 – Follow prompts to create a Username

Forgot your Username and/or PIN

- Step 1 – Select **Forgot your Username or PIN?**
- Step 2 – Pick appropriate tab and follow prompts to retrieve Username and PIN.
(OR Participants may call 800-338-4015 and dial '0')

How to Make Investment Changes Online

REBALANCE (EXISTING MONEY) AND FUTURE CONTRIBUTIONS IN ONE TRANSACTION

- 1) Click on **Rebalance My Investments** (under Transactions box)
- 2) Select **Frequency Period** (Annually) press Continue
- 3) Enter **Percentages** (total 100%)
- 4) Check the **Change Future Investments** button, press Continue
- 5) Review and press Continue
- 6) Review total transaction and press Submit

FUTURE CONTRIBUTIONS ONLY

- 1) Click on **Change Future Investments** (under Transactions box)
- 2) Enter **Percentages** (total 100%) press Continue
- 3) Review and press Continue
- 4) Review total transaction and press Complete This Transaction

HOW TO ACCESS SPECIFIC FORMS FOR YOUR ACCOUNT

- 1) Click on **Forms** box
- 2) Select the Appropriate Form