

## Phone and website quick reference guide

Your PERSI Choice 401(k) Plan offers you an easy way to access and make changes to your account by computer or telephone. Enjoy round-the-clock, secure access to your account anytime, anyplace. This guide will show you how.

## **T** Call 866-437-3774

- ▶ To obtain your account balance, investment option allocations and recent activity
- ▶ Transfer between funds
- ▶ To obtain daily unit/share values of your investments
- ▶ Speak with a Customer Service Representative¹ by simply saying "Representative" or press (0) zero, Monday Friday, 7 a.m. 6 p.m. Mountain Time.

# Access the Voice Response System phone line 24 hours a day, seven days a week

To begin, a message prompt will ask you to say or enter your Social Security number and PIN.<sup>2</sup> If you do not have your PIN, you can say or enter your date of birth and ZIP code.

### Simply say what you need:

- ▶ "Balance" to obtain your account balance details by investment or money type.
- "Distributions" to get withdrawal information.



"Fund Performance/ Values"

"Change PIN"

"Main Menu"







## How to access your account online

Your PERSI Choice 401(k) Plan website makes it easy to manage your account and learn about saving and investing.

To access your account online for the first time, visit www.myPERSI401k.com and click on "Let's Get Started!" under "First time visiting your account?". The website will guide you through the account registration process. If you don't have a pin or password, you will still be able to register online by providing the following personal information:

- ✓ Social Security number
- ber ✓ Last name
- ✓ ZIP code

✓ Date of birth

✓ Numeric portion of your home street address



#### How to navigate the website

Once logged in to your account, the website provides a personalized account view and suggests steps that can be taken to reach retirement income goals. Following are some highlights:

▶ At-a-glance: Each time you log in you will immediately see your progress — how much has been saved, your rate of return, and the amount of your last contribution.



▶ Investments: Learn more about the options in your plan, including access to investment overviews and fund performance.



▶ Suggested links: Each visited page features suggested links for next steps you may want to consider.



▶ Transactions: Transfer among investment options, change your future allocation, or review transaction history.



▶ My account: Get an overview of your account, investment allocation, and how much you are saving.



**Education:** Learn how to plan and save and invest for your future.





Remember to log out when you leave the website to protect the security of your personal information!



The account owner is responsible for keeping their PIN/Passcode confidential. Please contact Client Services immediately if you suspect any unauthorized use. Access to the voice response system and/or any website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons. Transfer requests received on business days prior to close of the New York Stock Exchange (4:00 p.m. Eastern Time or earlier on some holidays or other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of your transaction may vary depending on the investment option selected. (10/16) PT271389