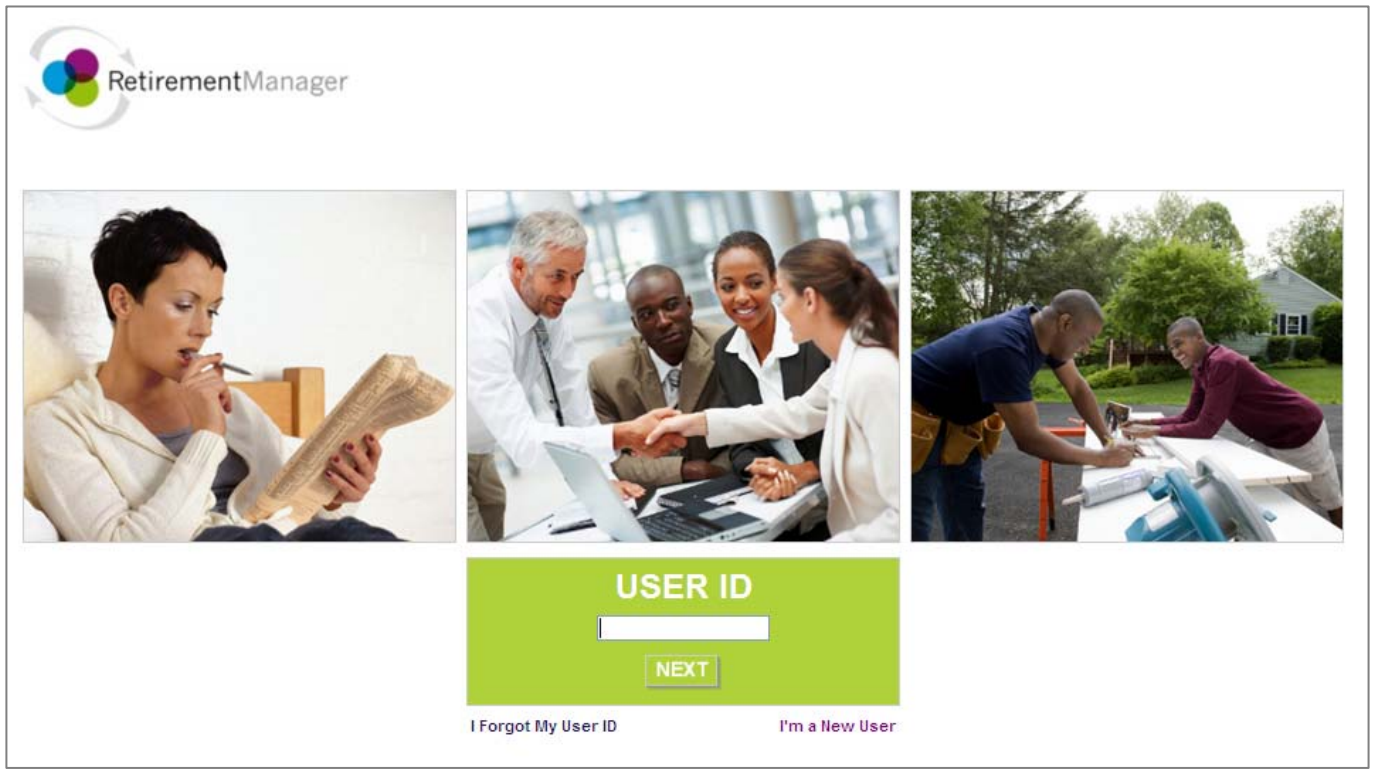
RetirementManager

Quick Reference Guide



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Getting Started

This Retirement Manager participant website Quick Reference Guide will assist you to easily navigate and complete important tasks related to your retirement plan.

RetirementManager Website Address

While you may always access Retirement Manager from https://www.myretirementmanager.com/, your employer will also provide you with a custom website address for you to use to help Retirement Manager quickly identify your institution's website. For easy access, you should use this custom website address whenever possible, so be sure to add it as a "Favorite" website!

Existing Users

If you have previously logged in and have been using Retirement Manager, enter your "user ID" on the first page; click "Next"; enter your password on the second page, and click "Submit" to log in.

New Users

If you are new to the Retirement Manager website, you will need to register by providing Retirement Manager with your employer name and some information about yourself.

To register, click the "I'm a New User" link on the main login page and follow the screen prompts for "User Verification" and "Security Profile Setup".

Points of Interest

1. If you are a new user, click "I'm a New User" to register.
2. If you are an existing user, type in your User ID and click "Next"
3. Enter your password and click "Submit"

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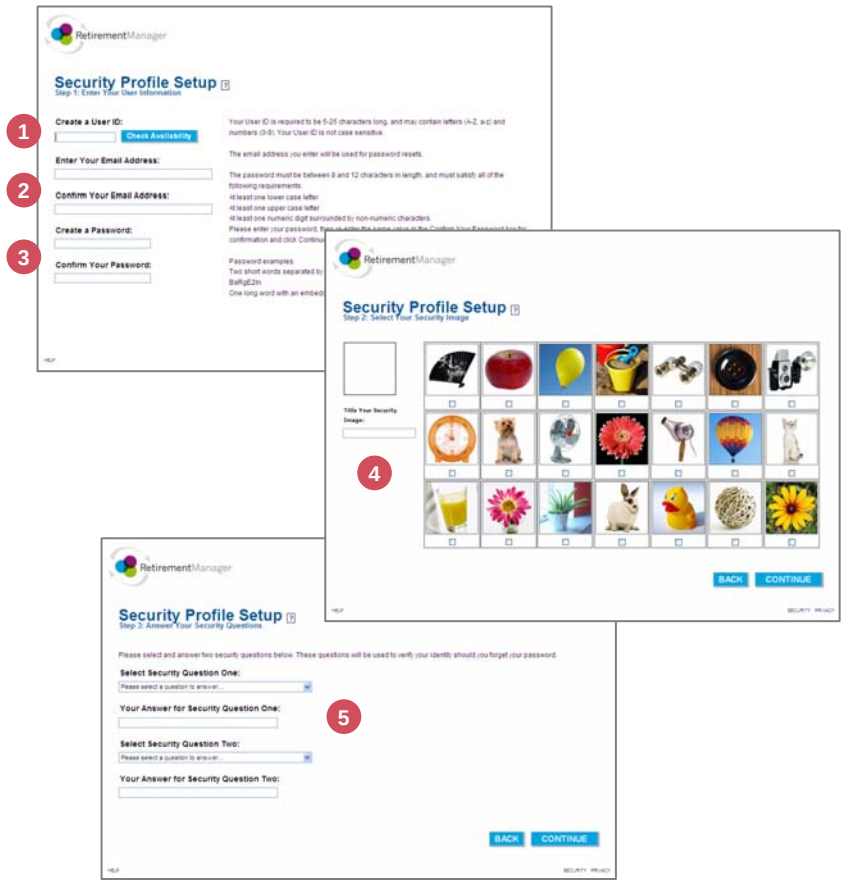
Security Profile Setup

Once you have confirmed your identity with Retirement Manager, it is now time to further secure your access by setting up a Security Profile! Retirement Manager will automatically direct you to the Security Profile setup once you complete the user verification steps on the previous page.



1 Create a User ID:

Using the guidelines on the right side of the page, type in your user ID and click the "Check Availability" button to make sure your user ID is available.

2 Enter and Confirm Your Email Address:

The Email address you enter here will be used to send you your password should you ever need to have it reset.

3 Create and Confirm Your Password:

Using the guidelines on the right side of the page, enter a secure password that will be easy for you to remember, but not easy for others to guess.

4 Select Your Security Image:

You will now see this image on the password page when you log into Retirement Manager. Recognizing this image and title when you log in helps protect your access to Retirement Manager.

5 Answer Your Security Questions:

You should select questions and answers that are easy for you to remember, but not easy for others to guess. Your security question answers are case-sensitive.