

## ANYTIME ACCESS

### Website Access

Access your account anytime:

1. Go to [www.newportgroup.com](http://www.newportgroup.com)
2. Select Login
3. Select Plan Participant
4. Enter your **User Name** and **Password**

#### First-time users:

User Name: Your full Social Security Number (SSN), no dashes.

Password: Your date of birth (MMDDYYYY). Once logged in, you will be required to update your User Name and Password.

### Interactive Voice Response

Access your account anytime by speaking your request.

1. Dial: **888.401.5629**
2. Say 1 to be directed to the Interactive Voice Response Menu
3. Enter your **Social Security Number (SSN)**
4. Enter your **Personal Identification Number (PIN)**.
5. Or, say 2 for all other options

#### First-time users:

PIN: Your default PIN is your date of birth (MMDDYYYY). Once logged in, you will be required to change your PIN.

**Note:** Website and telephone transfer requests made by 4 PM ET will be processed on that business day. Requests received after 4 PM ET will be processed on the next business day.

### Top Web Features

- Rebalance your portfolio
- Transfer money between investment options
- Change your future contribution allocation
- Update your personal information
- Link to investment information
- View and download transaction history
- Balances viewable by funds or contribution source
- View a summarized description of your plan's details
- Monitor your retirement goals
- Data download to Quicken™
- Request eStatements

### Top Web Tips

- Forged your Password? To reset your login, visit the website and select **Forgot Password?** Enter your SSN and answer the security question.
- Use your mouse to click buttons instead of the Enter key.
- Use the website navigation instead of your browser's Back and Forward buttons.
- For your security always use the Logout link to end your visit to the website.