

Online enrollment in an instant

Your Vanguard Retirement Website is a convenient 24-hour tool that allows you to enroll in your retirement plan and easily manage your account.

The benefits of online enrollment are clear:

- Provides ease of use with a user-friendly format and navigation
- Enables you to enroll at the time of day that is convenient for you
- Tracks progress if you need to complete enrollment over multiple sittings
- Allows you to make informed decisions with easy access to plan highlights, fund information and election options
- Allows for timely electronic communication to your employer for payroll processing

How to register and access the participant website for the first time

Go to <https://my.vanguardplan.com>. Select “*Register Here*” on the homepage and click the “*Register Me Now*” link.

The image displays two screenshots of the Vanguard Retirement Website. The left screenshot shows the 'Welcome to the Vanguard Retirement Website' page. It features a 'REGISTER HERE' link highlighted by a red arrow. Below this, there is a 'LOG IN HERE' section with input fields for 'Web User ID' and 'Last 4 digits of SSN', and a 'Continue' button. A 'Helpful hint' section is also present. The right screenshot shows the 'Back To Login' page. It contains a 'Register Me Now' button highlighted by a red arrow. The page also includes a 'Protecting Your Account Information Is Our Top Priority' section and a list of required personal information: Social Security Number, Date of Birth, Zip Code, and Email Address.

Then follow these simple steps to sign up for secure account access:

1. Enter your SSN, date of birth and zip code
2. Create a valid **Web User ID** 8-15 characters long, consisting of letters and numbers only
3. Choose a security question from the options provided and supply an answer
4. Enter your email address
5. Select a security image and enter a security phrase. This will help protect you and your personal information.
6. Create a secure and unique password 8-25 characters long. For security purposes, your password must contain at least three of the following:
 - Upper case letter
 - Lower case letter
 - Number
 - Symbol
7. Click “*Submit*”. A confirmation email will be sent to the email address you provided.



How to enroll in your company's retirement plan

When you log in to the participant website, you will be able to enroll in your plan. Enrolling is an easy six-step process. To begin, click ***“Start Enrollment”***.

1. Review the ***enrollment presentation***—This Vanguard video discusses the benefits of and key considerations for joining your plan
2. Review plan highlights
3. Set your deferral rate
4. Select your investment options
5. Complete your beneficiary form in the booklet or online as available for your plan
6. Review your summary confirmation and click the ***“Continue Enrollment”*** button to complete online enrollment

Source	Deferral Percent
EE DEFERRAL	5%

Fund / Security Name	Election Percent
Vanguard Target Retirement 2025 Fund	50%
Vanguard Target Retirement 2010 Fund	50%
Total	100%

Helpful tips

As you finish each step, ***“Status”*** will change from ***“Not Complete”*** to ***“Completed”***. You can return and review the completed steps at any time prior to finishing online enrollment.

Step	Enrollment Requirement	Status	Review
1	Enrollment Presentation	Completed	Review
2	Plan Highlights	Completed	Review
3	Set your deferral rate	Completed	Review
4	Select your investment options	Completed	Review
5	Complete your beneficiary form	Completed	Review
6	Confirmation	Completed	Review

Information will be available to you at the bottom of the ***Enrollment*** screen on the status of having full access to the Vanguard Retirement Website.

Retirement plan recordkeeping and administrative services are provided by The Vanguard Group, Inc. (“VGI”). VGI has entered into an agreement with Ascensus, Inc. to provide certain plan recordkeeping and administrative services on its behalf. Ascensus is not affiliated with Vanguard Marketing Corporation, The Vanguard Group, Inc., or any of its affiliates.

