Online Retirement Plan Account Access

Website Instructions

You may access your account on the Plan's website using the default login below. Note these default instructions will only work if you have never accessed your account before and changed your login credentials to something else.

If you have logged in before, but don't remember your login User ID and Password, please contact the Participant Call Center at 888-700-0808.

Internet Access:	**www.yourplanaccess.net/nwps/**
Initial User ID:	**Your SSN (no dashes)**
Initial Password:	**Last four digits of your SSN**
Drop Down Box:	**Select "Participant" in the third drop down box**

After you login for the first time, we encourage you to change your User ID and Password by clicking on the gear icon located at the top right of the webpage and then selecting "Password Change" from the menu. We also recommend that you click on "Personal Info" from the same menu to set up an Alternate Verification Question which can be used to retrieve your Password, should you forget it. For your own protection, keep your Password confidential. Do not disclose it to anyone.

You can use the Website to accomplish the tasks below.

- Change your User ID and/or Password
- View your account balance
- View personal information and update your email address
- View investment fund price and performance information
- View your personal returns
- View or change your future savings investment elections
- Schedule automatic recurring rebalance transfers
- View information about the plan
- Download forms
- View or download your transaction history

Transactions that are entered by the stock market close, generally 1:00 pm, will be processed the same day. Transactions entered after the stock market close will be processed the next business day.

If you have questions regarding the website or the plan, please contact the Participant Call Center at 888-700-0808, Monday through Friday, from 7:00am to 5:00pm (PST). If you have questions regarding your eligibility or benefits, please contact your Human Resources representative at your company.

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Web Address: **www.yourplanaccess.net/nwps/**

System Login

To sign onto your account, enter your User ID, Password and select "Participant" for the role. The first time you enter the site, your User ID will be your Social Security Number and your Password will be the last four digits of your Social Security Number. You can change your User ID and Password after you first sign in to the system ***by clicking on gear icon in the top right of the website*** then choosing "Password Change" from the menu.

Inside the System

Once you've successfully logged in, you will notice that information is organized by menu choices on the bar at the top. You will be first linked to the summary page, where you can confirm personal information and review a summary of your account balances. After clicking on one of the menu options a sub menu will be displayed offering more pages to access. A few highlights are:

- **Dashboard.** This page displays your Account Balance, Contribution Rate (if your plan supports this feature), My Portfolio, and Recent Activity.
- **Manage Account.** This is where you can make changes to how your future contributions will be invested, change how your current balance is invested and change your deferral contribution rate (if your plan supports them). You can also view your transaction history and a history of any changes you made on the web.
- **Retirement Readiness.** Calculators to see how your retirement planning is doing.
- **Performance.** Click here to see the performance of the plan's investment options. Click on any of the options to be linked to the Morningstar ® information page for that option (if available). You can also review a personal rate of return.
- **Reports found under Forms & Reports.** Elect to receive your quarterly statement by regular mail or elect to make it viewable only on the website. This is also where you can view investment advisor reports and create statements on demand.
- **Reports found under Forms/Reports/Tools.** This will link you to a library of the plan forms that you may need, such as distribution forms and beneficiary designation forms.
- **Forms found under Forms/Reports/Tools.** This will link you to a library of the plan forms that you may need, such as distribution forms and beneficiary designation forms.
- **Personal Info.** On the top right of the website select the gear icon to review your personal settings.

The website is updated every day to reflect any activity and earnings in your account. We urge you, for security purposes, to change your User ID and Password the first time you sign on to the system.