

# Navigating Through Web Access

Here are some easy-to-follow steps for securely accessing your personal retirement account information online. The screen illustrations on the right provide guidance and correspond with the numbered steps below – simply follow the colored arrows based on the instructions.

## New User (First time logging into your account)

Follow **blue arrows** (→)

- Log on to [www.usicg.com](http://www.usicg.com) and click on the **Retirement Account Access** button ①
- Click on **New Registration** under the Participant Account Services menu ②
- Click on **First Time Login** ③
- Enter your Social Security Number (SSN) and Date of Birth and click **Submit**
- Establish your User ID
  - User IDs must be at least 6 characters in length and cannot contain spaces. *This will be your unique ID to access your account and cannot be changed.*
- Select your preferred Contact Method
  - Enter your Phone Number or Email Address then click **Submit**
- Enter the six-digit Validation Code that was sent based on your preferred Contact Method and click **Continue**
- Enter a Password then click **Create**
  - Passwords must be 8-15 characters in length and must contain three of the following:
    - at least one upper case letter,
    - at least one lower case letter,
    - at least one number, and
    - at least one special character

## Existing User (Previously logged into your account)

Follow **green arrows** (→)

- Log on to [www.usicg.com](http://www.usicg.com) and click on the **Retirement Account Access** button ①
- Click on **Participant Login/Sign On** under the Participant Account Services menu ②
- Enter your User ID and Password, then click **Sign On** ③

## Account Help

Follow the **red arrow** (→)

### Reset your Account

- Click **Account Reset** under the Participant Account Services menu ②

### Forgot Password

- Click **Forgot Password** on the Sign On screen ③

## Personalized Account Dashboard

The first time you access your account, you will be asked a short series of Retirement Planning Questions. Your answers will be used to personalize your online experience. You can customize the layout of the main page of your account, or dashboard, by clicking on **Customize My Dashboard** on the upper right hand side of the page at any time.