

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 and click on the **Retirement Account Access** button **1**
- Click on **New Registration** under the Participant Account Services menu **2**
- Login ID: Enter your Social Security Number with or without dashes **3**
- Password: Enter your Date of Birth in MMDDYYYY format (i.e. for 7/29/80, enter 07291980)
- Click **Log In** then follow prompts to complete your account setup
- Enter your Date of Birth (MMDDYYYY) as current Password, create a new Password using requirements listed on the screen, click **Save and Continue** then click **Next** once your Password is updated
- Update your email address for receiving electronic account notifications and click **Continue**
- Establish your new Login ID using requirements listed on the screen and click **Continue**
- Select 3 security questions and provide your answers, then click **Continue**
- Enter your new Password to confirm your changes then click **Save and Continue**
- Set up two-step verification to receive security codes, enter your new Password to confirm your settings, then click **Continue**
- Enter the security code sent to you by the system within 5 minutes and click **Continue**

Existing User (Previously logged into your account)

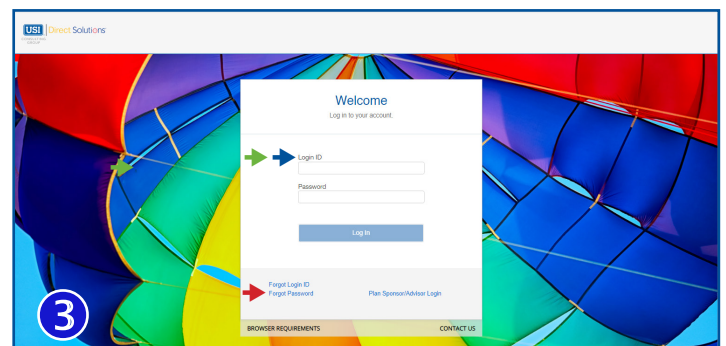
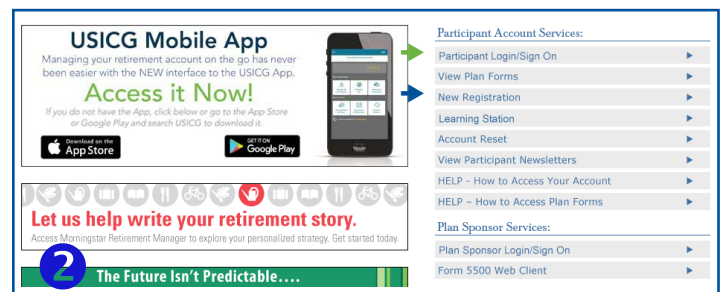
Follow **green arrows** (→)

- Log on to 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 Login ID and Password, then click **Log In** **3**
- Enter the security code sent to you by the system within 5 minutes and click **Continue**

Forgot Password

Follow the **red arrow** (→)

- Click **Forgot Password** on the bottom left of the Welcome screen **3**
- Enter and confirm your Login ID then click **Continue**
- Enter and confirm your security question response then click **Continue**
- Enter and confirm a new Password then click **Submit**



Helpful Hints

Once you have logged on, you have access to a wide range of options found in the drop-down menus along the top of the screen. After clicking a menu option, you will see available actions in the lower portion of the page related to that option. Use your mouse to scroll over each available action to view a brief description of that feature and/or to click "Take Me There" to initiate that action in your account.