

MEBT Municipal Employees' Benefit Trust

Redmond MEBT Plan

Enrollment Flyer

Congratulations, you are eligible for the Redmond MEBT Plan! Please take a moment to learn about the features of the MEBT Plan and follow the instructions provided if you would like to enroll.

It's easy to enroll in the plan and manage your account. Visit www.MEBT.org and click **MEBT Account Online Access**. You'll first need to create an account:

1. Click **Need to create a username and password?**
2. Verify your identity by completing the requested information and entering the security code on the screen.
3. Set up your account by creating your username and password. You'll need to provide your email and phone number since they'll be used to log you in to the site. You'll also need to set up your security questions in case you need to verify your identity later on.
4. Log into the site by entering your username.
5. After you enter your username, choose how you'd like to receive the one-time multifactor authentication code – either by a phone call or text message. Multifactor authentication adds an important extra layer of security to your account. Each time you log in you'll receive a one-time code that you'll enter along with your password.
6. Enter your password and the one-time code.
7. You're all set!

Follow these steps to enroll:

1. Go to Make Changes > Contribution Rates to make your contribution elections.
2. Go to Profile > My Profile to designate a beneficiary for your MEBT Account.

When you access your account online, there will be several options available, including:

1. View your account balance and rate of return.
2. View your transaction history.
3. Access your annual statements or generate On Demand statements.
4. View investment fund information, including prices and performance.
5. View or change your beneficiary elections.
6. View plan information and download plan forms.

QUESTIONS? CALL OR EMAIL

For **questions about your account or the MEBT Plan**, contact the MEBT Service Center.

MEBT Service Center phone: 877-690-5410

MEBT Service Center e-mail: MEBTSERVICECENTER@NWPSBENEFITS.COM

Representatives are available Monday through Friday, 5 a.m. to 5 p.m. Pacific Time. Upon completing your elections, a confirmation will be sent to you.