## Helping Keep Your Retirement Plan Account More Secure

Multifactor authentication adds another layer of security to your online account

Your retirement plan website now uses multifactor authentication. This means you'll need to use a one-time code, in addition to your password, each time you log in. Multifactor authentication adds an important extra layer of security to your account.

| <b>Security Code Delivery Method</b><br>Using a second way to verify your account helps keep it more secure.<br>Choose how you'd like to get your security code (valid for five minutes).   |   |
|---|---|
| The username you entered: <b>ParisSpring</b> (***) ***-0052   Text - Mobile Only   Phone Call   | Multifactor authentication means you'll<br>get a one-time code by text or phone<br>that you'll need to enter along with your<br>password when you log in. |
| If the phone number doesn't look right, double-check that the username<br>shown above is correct. If it's not, choose Cancel and try logging in again. If<br>your username is correct but the phone number isn't, please call us at (844)<br>340-6761 between 8:00am - 8:00pm ET so we can update it.<br>Cancel SEND<br>NWPSRETIRE<br>Powered by NWPS | ****  |

If you're new to multifactor authentication, below is how it works.

## If you have logged into your retirement plan account before

- 1. Visit Retirement Access at <u>www.mebt.org</u>.
- 2. Log into the site using your username, password.
- 3. You'll be asked to update your account information. 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 get the one-time multifactor authentication code by a phone call or text message.
- 6. Enter your password and the one-time code.
- 7. You're all set!

## If you have not logged into your retirement plan account before

- 1. Visit Retirement Access at <u>www.mebt.org</u>.
- 2. Choose Need to create a username and password?
- 3. Verify your identity by completing the requested information and entering the security code on the screen.
- 4. 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.
- 5. Log into the site by entering your username.
- 6. After you enter your username, choose how you'd get the one-time multifactor authentication code by a phone call or text message.
- 7. Enter your password and the one-time code.
- 8. You're all set!



## Need help?

Call us at (877) 690-5410 between 5 a.m. and 5 p.m. Pacific / 8 a.m. and 8 p.m. Eastern.