

How to Set Up Online Access

Your guide for setting up online access to your retirement account.

- 1 Go to <https://retirement.financialtrans.com/msq/>
- 2 On the landing page, go to Need Access? Start here.
- 3 Click **Start here**.

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- 4 Enter your **Social Security Number** and **Date of Birth** without dashes or slashes.
- 5 Click **Submit**.

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- 6 **Check the box** to accept the Terms and Conditions.
- 7 **Check the box** next to I'm not a robot.
- 8 Click **Accept**.

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9 Respond to all prompts and click **Verify** until a green check mark appears next to **I'm not a robot**.

10 Create your **New User ID**.

- Note that it must be at least **8 characters long** and can't contain @.

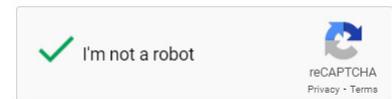
11 Create your **New Password** and **reenter** it to confirm.

- Note that it must be at least **10 characters long** and contain at least **2 letters, 2 numbers, and 2 special characters**.

12 Click **Continue**.

13 Select a delivery method for your Security Code:

- For **Mobile**, enter your mobile number. **Check the box** to accept the Terms and Conditions. Then click **Add Contact Method**.
- For **Email**, enter your email address. Then click **Add Contact Method**.



New User

Next, Tell Us Where You Would Like to Receive Your Security Code

We'll send you a passcode to your mobile or email when we need to verify it's you.

13a Select a Security Delivery Method:

Mobile
 Email

Enter Mobile Number (numbers only)

Text Message and Data Rates May Apply

By checking this box, you agree to the [Terms and Conditions](#). MissionSquare Retirement Plan Services account alerts will be sent to your phone from #23200 and you will receive only one message per interaction. Message and data rates may apply.

Add Contact Method

New User

Login Security

Personalize Your Login Information

Customize Your User ID

Please follow the prompts below to create your username and password to manage your account online.

10 New User ID

Create Your Password

11 New Password

Confirm Your New Password

12 Continue

[Cancel](#)

New User

Next, Tell Us Where You Would Like to Receive Your Security Code

We'll send you a passcode to your mobile or email when we need to verify it's you.

Select a Security Delivery Method:

Mobile
 Email

13b Enter [Email]

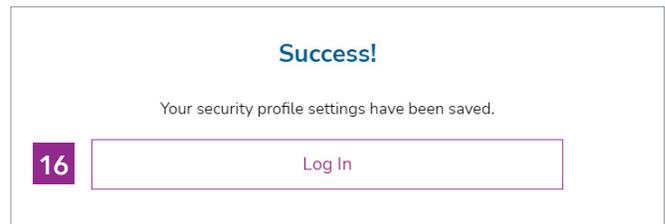
Add Contact Method

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- 14 Enter the **Security Code** you received by text or email.
- 15 Click **Submit Security Code**.
- 16 Click **Log In**.



The screenshot shows a web form titled "Enter Your Security Code". Below the title is the instruction "Enter the security code we sent to your mobile or email." There are two input fields: the first is empty and has a purple "14" marker to its left; the second contains the text "Submit Security Code" and has a purple "15" marker to its left. Between the two input fields are two links: "Resend Security Code" and "Add Contact Method". Below the second input field is a "Cancel" link. At the bottom of the form, a message states "Your passcode will expire in 4 : 50 minutes".



The screenshot shows a confirmation screen with the heading "Success!". Below the heading is the message "Your security profile settings have been saved." There is a single button labeled "Log In" with a purple "16" marker to its left.

Questions? Contact MissionSquare Plan Services at **(800) 669-7400**.