# Online enrollment

Cheyenne Regional Medical Center Retirement Plans

**STEP 1:** Once you have learned about your plan and are ready to enroll, visit **www.empower-retirement.com/participant** and select REGISTER from the Login box.[1]

**STEP 2:**

**If you know your PIN**[2]

- Choose *I have a PIN*.
- Enter your Social Security number and PIN and click CONTINUE.
- Provide your contact information and create a username and password. Click REGISTER.

**If you don't know your PIN**

- Choose *I do not have a PIN*.
- Complete the requested personal information and click CONTINUE.
- Provide your contact information and create a username and password. Click REGISTER.

**STEP 3:** Review and update your account information – email address, home address and phone number – and indicate if you want to receive your statements online.

**STEP 4:** Review the Advisory Services overview brought to you by Advised Assets Group, LLC, a federally registered investment adviser, and click one of the following options:

A. Start your Managed Accounts Enrollment.

B. If you do not wish to enroll in the Managed Account service, select *Decline Managed Accounts Enrollment.*

**STEP 5:** Review the Paycheck Contribution/Salary Deferral information and select either percentages or dollar amounts. Enter the paycheck contribution amount (a dollar amount or percentage between 1 and 100% of your compensation, as allowed by the plan) that you want to contribute to the plan from each paycheck.

**STEP 6:** Review the information provided regarding your investment options, click *Choose Your Investment Options*, and enter an allocation percentage between 1 and 100% next to the investment option(s) of your choice. Your total allocation percentage should equal 100%.

**STEP 7:** Review and agree to the Participation Agreement for Online Enrollment and then click *Enroll Me*.

**STEP 8:** You will receive a confirmation on the next screen; please print this screen for your records. Click *Continue* to access your account.

**Now that your account is open, it is important to designate a beneficiary. Click the Beneficiary link under the "My Profile" icon and follow the online instructions, or complete a paper form and return it to your human resources department.**

If you experience any problems while registering your account, please select the Contact Us link at the bottom of the page.

1 Access to the voice response system and/or any website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons.

2 The account owner is responsible for keeping their PIN/Passcode confidential. Please contact Client Services immediately if you suspect any unauthorized use.

**Core securities, when offered, are offered through GWFS Equities, Inc. and/or other broker dealers.**

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