# **Registering at Principal.com**

After you have been notified that you are eligible to participate in the 403(b)(9) retirement savings plan and have been auto-enrolled for the Principal 403 (b) plan, you will need to follow these steps to access your account for the first time.

#### (i) Please note

This process will take approximately 20 minutes to complete.

## Step-by-step guide

Click on the <b>Log in</b> button in the top right corner	
For Businesses $ ightarrow$	
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Select "New User? Register here" at the bottom of the le	ogin screen.
Log in to your	
account	
Username 🛞	
Remember this device	
Next	
Forgot username or password?	
New user? Register here.	



5 Enter your first name, last name, date of birth, phone number, Social Security Number (ID number - list it without dashes), and primary zip code. Finally, consent to doing business electronically and continue. Tip: If this process fails and Principal can't locate you try removing the social security number and zip code. Sometimes less info is better when Principal is trying to locate you in their system 6 Have your phone nearby. You will be prompted to receive a code to continue. Select your username, password and email address. This must be your Reliant email address. 8 Select customer service questions which are needed to verify your identity should you call customer service. 9 Your account has been created (but you're not done quite yet!). Now is a good time to check your inbox for the confirmation email. 10 Return to the login page and enter your Username and password to finish setting up your account. You will be prompted to set up two-factor authentication. Choose your second authentication choice and follow the instructions provided through the website.

### Set up two-factor authentication.

This adds an extra layer of security to your account by asking for a verification code when you log in. Choose <b>one or more</b> of the following options for getting a verification code.
Authenticator app
Link your account to an authenticator app. Authenticator apps generate unique codes only you can access. Once installed and set up, simply open the app to see your code.
Text message You'll receive a 6-digit verification code by text message. Text or data rates may apply.
Voice call You'll receive a phone call and hear a 6-digit verification code.
TIP Setting up multiple options may be helpful if you misplace your device.



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confirmation email before selecting, "**Yes, this is correct**."

Once you're done setting up two-factor authentication, confirm your email address. If you haven't already, check your email for the

You can now log in and mange your account online. Take a minute to <u>designate a beneficiary</u> and make any <u>changes to your contributions</u> or investments. Also, check out the <u>resources available</u> like My Virtual Coach.

### Related articles

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