

Registering at Principal.com

After you have been notified that you are eligible to participate in the 401(k) retirement savings plan and have been auto-enrolled for the Principal 401(k) plan, you will need to follow these steps to access your account for the first time.



Please note

This process will take approximately 20 minutes to complete.

Step-by-step guide

1

Go to www.principal.com

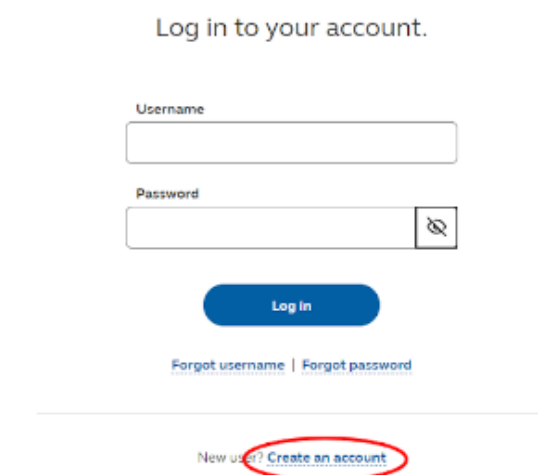
2

Click on the **Log In** button in the top right corner



3

Click **Create an account** at the bottom of the login screen.



4

Select **Individuals** **Create an individual account**

Create an account

Choose one of the following that best describes your role so you can create an account.

Individuals

—

I have retirement or insurance products (on my own or through my workplace).

Create an individual account

Businesses & auditors

+

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.

6

Have your phone nearby. You will be prompted to receive a code to continue.

7

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.

11

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 **one or more** of the following options for getting a verification code.

☐ **Authenticator app**

MOST SECURE

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.

[Learn more about authenticator apps.](#)

☐ **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.

Continue

12

Once you're done setting up two-factor authentication, confirm your email address. If you haven't already, check your email for the confirmation email before selecting, **"Yes, this is correct."**

13

You can now log in and manage your account online. Take a minute to [designate a beneficiary](#) and make any [changes to your contributions](#) or investments. Also, check out the [resources available](#) like My Virtual Coach.

Related articles

- [Registering at Principal.com](#)
- [Filling out hiring paperwork on DocuSign](#)
- [What if I haven't received my ID card?](#)
- [How to Activate your new HSA Debit Mastercard from Highmark](#)