Navigating Through Web Access

Here are some easy-to-follow steps for securely accessing your personal retirement account information online. The screen illustrations on the right provide guidance and correspond with the numbered steps below – simply follow the colored arrows based on the instructions.

New User (First time logging into your account)

Follow **blue arrows** (➔)

- Log on to www.usicg.com and click on the **Retirement Account Access** button ❶
- Click on **New Registration** under the Participant Account Services menu ❷
- Click on **First Time User Registration** from the Customer Service menu on the Login screen ❸
- Enter your Registration ID – Your Registration ID is your Social Security Number with hyphens (xxx-xx-xxxx) and click **Continue**
- Enter your Birth Date with slashes (mm/dd/yyyy) and click **Continue**
- Establish your User ID and alphanumeric Password
  - User IDs must be at least 8 characters in length. This will be your unique ID to access your account and cannot be changed.
  - Passwords must be at least 8 characters in length, must contain letters and numbers and are case-sensitive.
- Set up your security profile
  - Provide a valid email address. This will not be shared with anyone else.
  - Answers to security questions are case-sensitive and will be used in the event that you forget your password in the future and need to reset your account.

Existing User (Previously logged into your account)

Follow **green arrows** (➔)

- Log on to www.usicg.com and click on the **Retirement Account Access** button ❶
- Click on **Participant Login** under the Participant Account Services menu ❷
- Enter your User ID and Password, then click **Login** ❸

Account Help

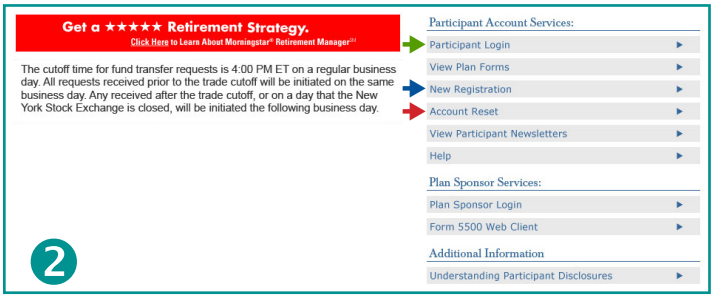
Follow the **red arrows** (➔)

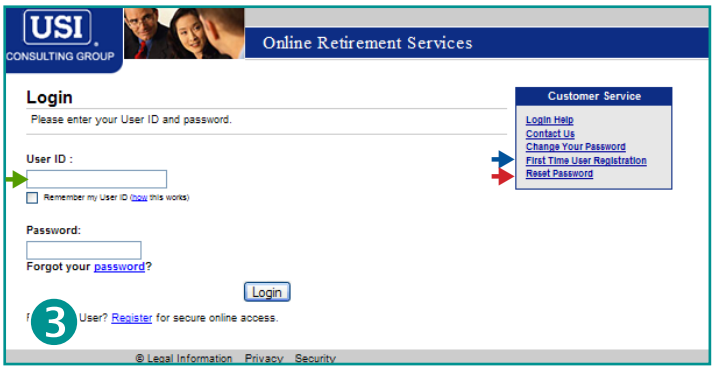
Reset your Account

- Click **Account Reset** under the Participant Account Services menu ❷

Reset your Password

- Click **Reset Password** from the Customer Service menu on the Login screen ❸





Personalized Account Dashboard

The first time you access your account, you will be asked a short series of **Retirement Planning Questions**. Your answers will be used to personalize your online experience. You can further customize the layout of the main page of your account, or dashboard, by clicking the **Customization Wizard** on the upper right hand side of the page at any time.

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