



# Online Quarterly Retirement Account Statements *Annual Notification*

As previously communicated, your plan's website is the primary method of delivering your Direct Solutions® retirement account statement each quarter. Statements are generally available within 20 business days following the end of your plan's quarterly reporting period. This notice is intended to remind you of your plan's statement delivery method and how to access your statements.

## Benefits of Paperless Statements

- Available online 24/7
- Secure and cannot get lost in the mail
- Help preserve the environment and reduce landfill waste

## How to Obtain Your Online Statements

Your statements will be stored and archived on the website and are accessible 24/7 through your online account. Follow the steps below to view your statements online:

1. Log on to [www.usicg.com](http://www.usicg.com) and access your account using your current User ID and Password (*see reverse side of this flyer for complete login instructions*)
2. Select **Statements** from the **My Account** drop-down menu bar at the top of your screen
3. Click on **View Statements** then select a statement period to view or download that quarter's statement

Download the **USICG App** on your mobile device for easy access to your retirement account activity and statements! Simply scan QR code on the right.



If you wish to receive your account statements by mail, you may call and request this at no additional charge by utilizing the contact information for your plan listed on page one of your current statement in the Special Messages section.

# 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](http://www.usicg.com) and click on the **Retirement Account Access** button ①
- Click on **New Registration** under the Participant Account Services menu ②
- Click on **First Time Login** ③
- Enter your Social Security Number (SSN) (xxx-xx-xxxx) and Date of Birth (MM/DD/YYYY) and click **Submit**
- Establish your User ID
  - User IDs must be at least 6 characters in length and cannot contain spaces. *This will be your unique ID to access your account and cannot be changed.*
- Select your preferred Contact Method
  - Enter your Phone Number or Email Address then click **Submit**
- Enter the six-digit Validation Code that was sent based on your preferred Contact Method and click **Continue**
- Enter a Password then click **Create**
  - Passwords must be 8-15 characters in length and must contain three of the following:
    - at least one upper case letter,
    - at least one lower case letter,
    - at least one number, and
    - at least one special character

## Existing User (Previously logged into your account)

Follow **green arrows** (→)

- Log on to [www.usicg.com](http://www.usicg.com) and click on the **Retirement Account Access** button ①
- Click on **Participant Login/Sign On** under the Participant Account Services menu ②
- Enter your User ID and Password, then click **Sign On** ③

## Account Help

Follow the **red arrow** (→)

### Reset your Account

- Click **Account Reset** under the Participant Account Services menu ②

### Forgot Password

- Click **Forgot Password** on the Sign On screen ③

## 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 customize the layout of the main page of your account, or dashboard, by clicking on **Customize My Dashboard** on the upper right hand side of the page at any time.