Fisher\SMB

How to Get Enrolled

Follow these instructions to enroll in your 401(k) Plan.

Step 1: Create your account

Register and access the enrollment website for the first time.

- Website: www.empowermyretirement.com
- Click "**Register**."
- Click on the "**I do not have a PIN**" tab. You'll be prompted to answer a series of questions to verify your account. When complete, select "**Continue**."
- You'll be prompted to **provide your email address or phone number** where you will receive your verification code. You will also **create a Username and Password**. When complete, select "**Register**."

Step 2: Enroll in your company's retirement plan

Make key decisions about your 401(k) account through two options.

- The first option is to select "**Quick Enrollment**." If you select this option, you will be contributing the listed amount and be invested in the option your employer pre-selected for your company's retirement plan.
  - Select "**I Agree, Enroll Now**."
  - **Confirm enrollment details** and select "**Next, Add Beneficiaries**."
  - **Enter your beneficiary designation** or you may select "**Skip & View My Account**."

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Step 2: Enroll in your company's retirement plan

- The second option is to select "**Customize Enrollment.**"
  - Select "**Customize Enrollment**" and click "**Get Started.**"
  - **Indicate** whether you have made contributions to any other retirement plans since the beginning of the current year. When complete, select "**Continue.**"
  - **Set your contribution rate** and select "**Continue.**"
  - **Select which type of contribution** you would like to make. Once complete, select "**Continue.**"
  - **Confirm your contribution rate** by selecting "**Confirm & Continue.**"
  - **Make your investment selections** from the following options:
    - **Help Me Do It**—Select if you would like your account to be invested in a default portfolio based on your age.
    - **Guide Me**—Enter the model portfolio you chose during the Retirement Navigator questionnaire here, or another if you prefer.
    - **Do It My Self**—Select this option if you would like to make your own asset allocation elections from the available fund menu.
    - **Open My Own Brokerage Account**—Select this option if you would like to have maximum flexibility when choosing investments.
      - Not available to all plans.
  - **Review your plan summary.** When complete, select "**I Agree, Enroll Now.**"
  - **Confirm enrollment details**. When complete, select "**Next, Add Beneficiaries.**"
  - **Designate your beneficiaries** (optional).

Would you like some help? Reach out to us.

Schedule a 30-minute one-on-one meeting with a Retirement Specialist.

Your Retirement Specialist has a great deal of experience with helping employees plan for a successful retirement. They can help you get enrolled as well as provide educational support and guidance.

Schedule your meeting now!

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