



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 **1**
- Click on **New Registration** under the Participant Account Services menu **2**
- Click on **First Time User Registration** from the Customer Service menu on the Login screen **3**
- 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 **1**
- Click on **Participant Login** under the Participant Account Services menu **2**
- Enter your User ID and Password, then click **Login** **3**

Account Help

Follow the **red arrows** (→)

Reset your Account

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

Reset your Password

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

