

# How to access your account



# Congratulations! You're all signed up. Now what?

Use this step-by-step guide to set up online access to your new retirement plan account at [nationwide.com/myretirement](https://nationwide.com/myretirement)

Through this online access to your account, you can review your investment selections, manage your allocations and get important news about your plan.

If you're confused by all these terms, not to worry. There's plenty of time to learn it all. But first, let's set up your account! 

# STEPS:

- 1 Go to: [nationwide.com/myretirement](https://nationwide.com/myretirement)
- 2 Under the login boxes, select: Sign up

The screenshot displays the Nationwide website interface. At the top, there are navigation links for "For Businesses", "For Financial Advisors", and "En Español", along with the phone number "1-877 On Your Side®" and a "Contact Us" link. The Nationwide logo is prominently displayed on the left. Below the logo, the breadcrumb navigation shows "Home > Retirement & Investing > Retirement Plans". The main content area features a banner with the text "Are You Prepared for Retirement?" and a "Get started" button. On the right side, a dark-themed login/sign-up panel is visible, containing a "Log In or Sign Up" dropdown menu, a "Retirement Plans" dropdown, input fields for "Username" and "Password", a "Log In" button, and links for "Sign Up for Account Access" and "Forgot Username/Password?". Below the banner, there are three blue boxes labeled "401(k)", "403(b)", and "457". Further down, a section titled "SPECIFICALLY FOR YOU" includes links for "Employers", "Financial Advisors", and "Pension Administrators", along with an "Online Enrollment" link. At the bottom, there is a "Tools & Calculators" section with a calculator icon and the text "Use our planners, analyzers and calculators to help make investment decisions."

On the “Sign up for Online Access” screen, fill out your first name, last name, date of birth, Zip code and last four digits of your Social Security number.

We’re committed to protect your identity. Please click next to **Continue**.

## STEPS:

### 3 Verify your information

**Nationwide** Contact Us

### SIGN UP FOR ONLINE ACCESS

Step 1 of 5: Enter Personal Information

**Directions**

1. Verify your identity for security purposes.
2. Set up your online account.
3. Set your preferences and agree to the terms and conditions.

Manager of trust/estate/corporation? Sign up for online access. secure transaction

**Member Information** \* Required fields

Enter your first name exactly how it appears on your most recent statement or insurance ID card.

\* First name  \* Last name

\* Date of birth   
(mm/dd/yyyy)

\* Zip code

\* Last 4 digits of SSN  secure

Up next: Verify Identity Continue

### 4 Click: Continue

Enter your account/policy number, and please click next to **Continue**.

## STEPS:

- 5 Enter:** account/policy number(s)  
(You can find this number in your enrollment book)

Nationwide® Contact Us

SIGN UP FOR ONLINE ACCESS

Step 1 of 5: Enter Personal Information

Enter your number exactly as it appears on your statement. secure transaction

**Additional Information Requested** \* Required fields

\* Account/policy number  
[6194248692] x

Member of a group retirement plan? Enter your case number including the dash (ex. 123-12345).

Up next: Verify Identity Continue

### HELPFUL TIP

Make sure you add the dash in your account/policy number. It should read XXX-XXXXX rather than XXXXXXXX

- 6 Click:** Continue

The questions on this page will be unique to you. Please answer them, then click **Continue**.

## STEPS:

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**SIGN UP FOR ONLINE ACCESS**

Step 2 of 4: Verify Your Identity

**Identity Verification** secure transaction \* Required fields

To protect the security of your online account, Nationwide partners with companies to verify personal information and confirm your identity.

Please answer the following questions, which we do not store or share with anyone.

\* Which of the following people lives or owns property in Miami?

- Jo Smithson
- Bailey Smithson
- Sara Smithson
- Jeremiah Smithson
- None of the above

\* In what county do you live?

- Banks
- Forsyth
- Baldwin
- Fulton
- None of the above

\* From the following list, select the city in which you lived in 2002

- New Hope
- Arlington
- New Castle
- North Bend
- None of the above

\* In which of these cities have you lived or owned property?

- King
- Jackson
- Oakdale
- Oxford
- None of the above

Up next: Complete Profile

**Continue**

**7** Click: Continue

The next screen allows you to create your **username** and **password**.

Tip: Using your email address as your username will make it easier to remember.

Once you've created your own username and confirmed your password, please scroll down.

## STEPS:

### 8 Create: username and password

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### SIGN UP FOR ONLINE ACCESS

Step 3 of 5: Username & Password Creation

**Username and Password** Secure transaction \* Required

Tip: Using your email address as your username will make it easier to remember.

Create username \*

Test1 Check availability

Your username is not case sensitive. It must:

- Be 6 or more characters
- Not exceed maximum of 30 characters
- Not have spaces or contain only numbers
- Not include these characters: ", &, ", (, ), <, >, ", ;, /, or %

Create password \*

\*\*\*\*\*

Your password is case sensitive. It must:

- Be 6 or more characters
- Not have spaces
- Have at least 1 number or 1 special character
- Not contain all numbers or these special characters: ", &, ", (, ), <, >, ", ;, /, or %

Confirm password \*

\*\*\*\*\*

**Electronic Services Agreement**

Check that you have read and accept the Electronic Services Agreement. \*

Next: Contact Information & Preferences

[Continue](#)

On the next screen, verify your information and select your email preferences. Read and accept the Electronic Service Agreement.

The same screen allows you to create your security questions. These are used if you forget your username and/or password and need to reset them online. You'll complete these steps.

- A Choose one question from the drop-down list of questions and answer it.
- B Choose one question from the next set of drop-down questions and answer it.
- C Choose one question from the final set of drop-down questions and answer it.

Please click **Create Account**.

## STEPS:

### 9 Create: Contact Information

A  
B  
C

**Nationwide** [Contact Us](#)

### SIGN UP FOR ONLINE ACCESS

Step 4 of 5: Contact Information & Preferences

Protect your information with our enhanced security.

Please enter your contact information and preferences below, and the next time you sign in from a device we don't remember, we'll email or text you a temporary confirmation code for account access to confirm it's really you. We'll also use this same information if you ever need to retrieve your username or password or want to receive other information electronically.

Secure transaction **\* Required**

#### Contact Information

Email address \*

Confirm email address \*

Mobile phone number

By providing your cell phone number and continuing to the next screen, you consent to receiving text message confirmation codes from Nationwide and certify that you are the account holder or have the account holder's permission. Message and data rates may apply.

#### Remember This Computer or Device

By having Nationwide remember a secure computer or device, you will minimize the number of security challenges you encounter at log in. We are able to remember multiple computers and devices.

Would you like us to remember this device? \*

Yes. This is a private or secure device for accessing my Nationwide account.  
 No. This is a public or shared device.

#### Security Questions

Choose your security questions. If you forget your password, these questions will be used to confirm your identity. Answers are not case sensitive.

Question 1 \*  
What was the name of your first childhood pet?

Question 2 \*  
What is the first name of your best friend?

Question 3 \*  
What is the name of the first company you worked for?

#### Preferences

We offer a variety of information to help you manage your accounts. You can tell us how and when you want to receive it. Useful information, such as money-saving ideas and ways you can protect what matters to you. \*

Yes  No  
Messages about other products and services from the Nationwide family of companies that may fit your needs. \*

Yes  No

[Back](#) [Next: Confirmation](#) [Create account](#)

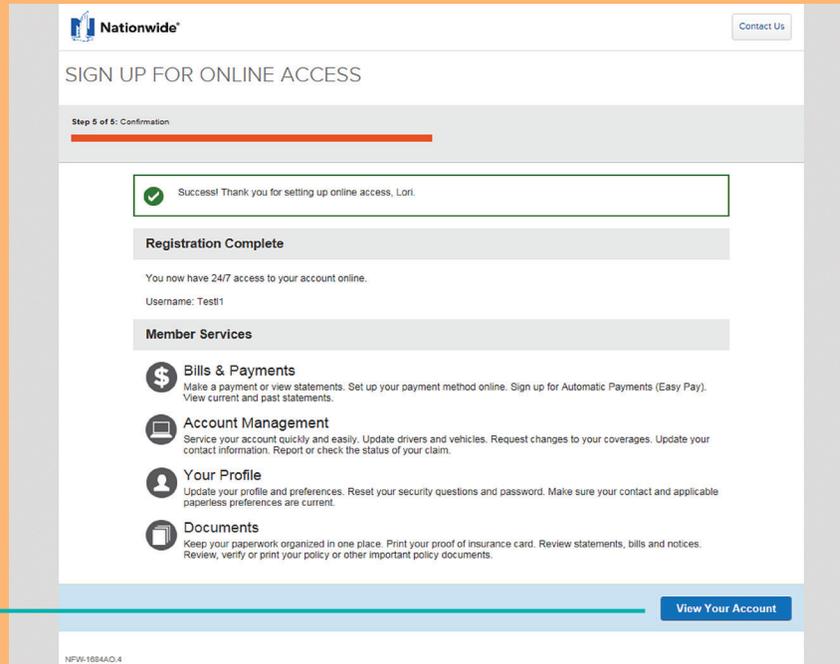
### 10 Create: Security Questions

### 11 Click: Create Account

# STEPS:

12

Registration is almost complete. When you receive your activation code, come back to Nationwide.com to log in to your account.



Click: [View Your Account](#)

# Congratulations!

## You now have online access

Now that you have online access to your account, a world of possibilities is open to you.

You can use this site to:

- Check your balance and personal rate of return
- Reallocate your balance
- Get a summary of your retirement plan account balance

And much more!

## Check it out today!

**Have problems navigating the site?**



**Call us at 1-888-867-5175.**



• Not a deposit • Not FDIC or NCUSIF insured • Not guaranteed by the institution • Not insured by any federal government agency • May lose value

The Nationwide Group Retirement Series includes unregistered group fixed and variable annuities and trust programs. The unregistered group fixed and variable annuities are issued by Nationwide Life Insurance Company. Trust programs and trust services are offered by Nationwide Trust Company, FSB, a division of Nationwide Bank. Nationwide Investment Services Corporation, member FINRA. Nationwide Mutual Insurance Company and Affiliated Companies, Home Office: Columbus, OH 43215-2220.

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PNM-1075AO.9 (02/16)