



# Account Access Guide

## Connecting to your retirement plan

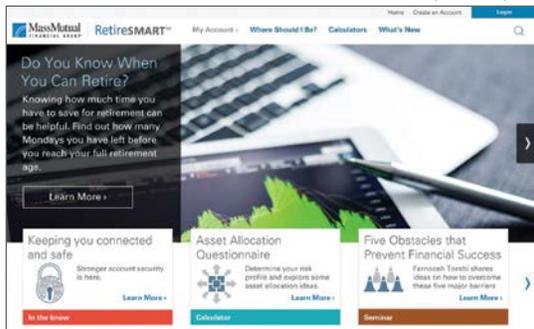
MassMutual's interactive retirement planning website [www.retiresmart.com](http://www.retiresmart.com) allows you to access your account online 24 hours a day, 7 days a week. Accessing your retirement account online is easy – just follow these simple steps.

### ▶ Accessing your retirement account

Go to [www.retiresmart.com](http://www.retiresmart.com).

*If you have an existing account, click "Login."*

*If you are a new user, click "Create Account."*



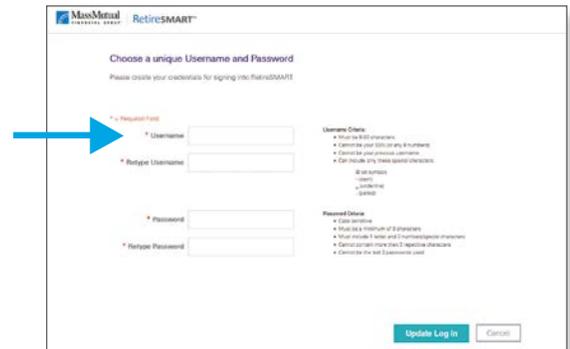
For existing accounts, you will be guided through steps to establish new, stronger and more secure usernames and passwords. In addition, you will choose security questions and have the opportunity to register your device.

**Step 1:** When you are ready to access your account, enter your Username and click **Continue**.

**Step 2:** Enter your **password**.

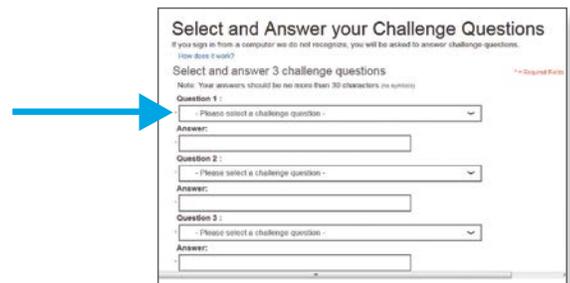


**Step 3:** You'll be prompted to change your username and password to reflect our updated, stronger security requirements. If you have already updated your username and password, you do not need to follow the next step.



**Step 4:** You will need to log back in using your updated username and password.

**Step 5:** Please select personalized challenge questions that will help us know it's really you in case you ever forget your username or password.



**Step 6:** You will be asked if you'd like us to remember the device you are using, which gives you an extra measure of security.

**Step 7:** Click **Finish**, and, that's it!

Continued



We'll help you get there.®

## ▶ Retirement account information

After you've logged on the first screen you will see is your Account Dashboard. This Dashboard provides information such as:

- Your account balance.
- Your personal rate of return.
- Your investment allocations (or how your account is invested).
- The MassMutual RetireSMART Ready Tool which provides personalized strategies for your retirement plan.



### To change the percentage you contribute to the Plan:

1. Go to the **My Account** drop-down menu and click **Contributions** under the Putting Money In section.
2. Choose the amount you would like to contribute by adding a new percentage to the **New %** box.
3. After you have chosen, click **Next**.

### To change the way your current account balance is invested:

1. Go to the **My Account** drop-down menu and click **Investment Selection** under the Moving Money Around section.
2. You will be asked to choose the investment strategy that is right for you.
3. Choose the funds you want to invest in, and then click **Next**.

### To designate your beneficiary:

1. Go to the **My Account** drop-down menu and click **Personal Info** under the Everything Else section.
2. Select **Add Beneficiary** to enter information. Once you have entered the information, click **Continue** and then **Save**.
3. Select **Change Beneficiary** to change any existing beneficiary information. You may then be asked to contact your Plan Administrator or complete the Beneficiary Designation form.

### Rules to keep in mind when determining your beneficiary –

*You can use the online beneficiary process if you are single, or if you are married and you want to declare your spouse as the sole primary beneficiary. But, if you are married and want to declare someone other than your spouse as your sole primary beneficiary, you must print the form available online and complete it according to the instructions.*

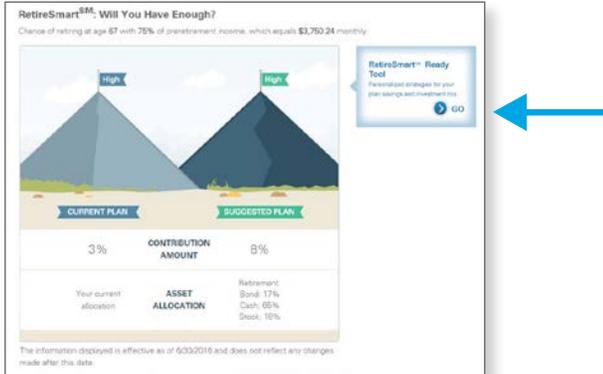
### To add or change your email address online:

1. Go to the **My Account** drop-down menu and click **Personal Info** under the Everything Else section.
2. Select **“Add or Change Email”** or **“Change Address”** (depending on which option you have/see). Type in the email address you would like to receive electronic communications.
3. Confirm the email address.

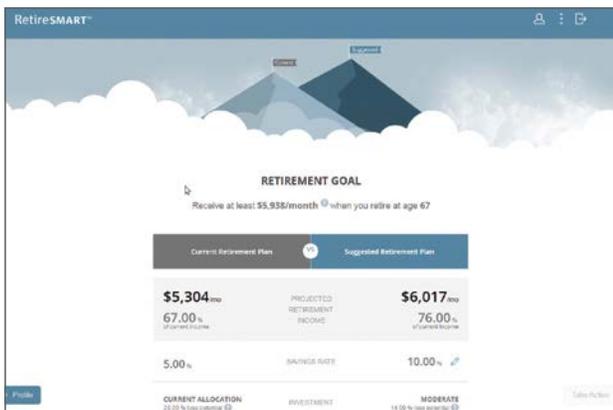
Once you review and approve all changes made to your account, click **Submit**. You will receive a confirmation number when your transaction is complete.

## ▶ How much should you save for retirement?

Explore the RetireSmart Ready Tool, located on your dashboard, to help determine your retirement goals and how to achieve them.



The RetireSmart Ready Tool is an online analysis tool that gives you a simple way to assess your current income gap given your current retirement strategy. The tool can also provide different levels of suggestions to help close the income gap and drive towards a successful retirement.



*It is estimated you will need between 75% and 90% of your final annual income to maintain your current standard of living in retirement.\**

Everyone has a different mental picture of what their retirement looks like. Yours could be taking vacations, learning new skills, spending more time with your family or even starting a new career.

How much money you will need to retire depends on how you picture your retirement.

## ▶ Educational content on [www.retiresmart.com](http://www.retiresmart.com)

MassMutual offers online learning resources before login, to help you take an active role in planning and saving for retirement today. Visit our RetireSmart website at [www.retiresmart.com](http://www.retiresmart.com) to gain access to a wide range of interactive tools, which include:

- Results-based calculators
- Flash-animated tutorials
- Insightful articles
- Interactive charts
- Seminars

▶ **Have questions?**

If you have questions or would like to speak with a representative, call the Participant Information Center at **1-800-743-5274**. Representatives are available Monday through Friday, 8 a.m. to 9 p.m., Eastern Time.

▶ **Make the most of your retirement plan**

Be sure to take advantage of all the great tools and learning resources the RetireSmart website has to offer.

Call **1-800-743-5274** or access [www.retiresmart.com](http://www.retiresmart.com) today!

\*Source: Morningstar: Customize Your Income-Replacement Rate for Retirement, August 2014.

The information contained herein is not intended or written as specific legal or tax advice and may not be relied on for purposes of avoiding any federal tax penalties. Neither MassMutual nor any of its employees or representatives are authorized to give legal or tax advice. You must rely on the advice of your own independent tax counsel.

