

Account Safety

Your PERSI Choice 401(k) Plan offers you many opportunities to manage your voluntary retirement plan account. Whether you choose to go online or call Empower Customer Service, it's important to take steps to keep your account safe and secure.

Online Safety: www.mypersi401k.com Secure your PERSI Choice 401(k) Plan passcode

- Picking a strong passcode is important; use something unique that is difficult for someone else to figure out.
- Use a long passcode composed of letters, numbers and symbols or even a statement.
- Update your passcode regularly.
- Keep your passcode secure — don't ever leave your passcode in plain sight.

Use secure networks when logging on to your PERSI Choice 401(k) Plan account

- Be extra careful to use a network you trust when logging on to your PERSI Choice 401(k) Plan website.
- If using Wi-Fi at home, be sure to use a passcode to secure your router. Your internet service provider will be able to assist you with this.

Monitor your PERSI Choice 401(k) Plan account on a regular basis

- Online account access gives you 24/7 access to your account. Every now and then, log in and ensure that everything looks accurate. If you spot a discrepancy or something that isn't familiar to you, call Empower Customer Service immediately.
- Be sure to review your quarterly statements; they provide a great way to keep track of what is coming in and going out of your retirement account.
- Verify or add your email address to your PERSI Choice 401(k) Plan account. If activity such as a withdrawal or loan occurs on your account, you will be emailed a notification of the transaction.

Be sure to sign out of your PERSI Choice 401(k) Plan account every time

- Always select "log off" when finished viewing your account and always close the browser.

Telephone Safety: (866) 437-3774 Protect your personal information

- You will need your Social Security number, date of birth, mailing address (including ZIP code) and full legal name to visit with an Empower Customer Service Representative. Be careful with whom you share this information. Empower Retirement will never call or email you to verify this important data. Keep it under lock and key.

Request to have a passcode placed on your PERSI Choice 401(k) Plan account

- You have the opportunity to set up a passcode for your telephone access. Before the Empower Customer Service Representative will proceed with your call, you will be asked to verify the passcode. If you can't verify the passcode, the representative will not be allowed to assist you — even if you can provide additional information, such as full legal name, mailing address, date of birth and Social Security number. If you forget your telephone passcode, for your safety, a signed notarized document is required to reset it.

Set up a Distribution Hold on your account

- For added security, you can place a distribution hold on your account to prevent unauthorized parties from requesting a distribution. This distribution hold would apply to all withdrawal requests done online or in paper form.



PERSI cares about your security and is invested in helping you keep your account secure. If you ever notice suspicious activity on your account, call Empower Customer Service or PERSI immediately.

For more information, call (866) 437-3774 or visit www.mypersi401k.com

