smartHR

Retirement - Website Guidance

slavic401k.com

Manage Your Account

1. On the home page, click on Participant Services [The Participant].
2. In the upper right corner, enter your Social Security number in the first box, **no dashes or spaces**.
3. Then enter the last four numbers of your Social Security number in the second box and click on log-in.
4. A page will then come up that will prompt you to create a new user id and password. Keep a record of changes for future reference.
5. Click on Personal Profile when you are in your account, and enter an email address. If you forget your User ID and password, you can click on Forgot Your PIN for an immediate response.

Contribution Change

1. Click on Transactions at the top of the page.
2. Look to the left and click on Contributions.
3. Scroll down and mark box for change.
4. Put in new contribution percentage.
5. Click Submit.
6. Then a page will ask you to confirm the change; click Continue if change is correct.
7. You will receive a confirmation number.

Allocation Change

1. Click on Transactions.
2. Scroll down and you will see where all of your money is currently invested in the column labeled Allocation Percentage.
3. Choose the fund(s) that you would like to move your money into, and put the new percentage in the far right column labeled New Percentage.
4. Make sure your new allocations equal 100%.
5. If you want to reallocate both current balances and new contributions, check box on left side of page.
6. Click on Submit.
7. Then a page will come up that shows your previous allocations and the new allocations to verify that the change is correct.
8. If the change is correct, click Continue.
9. You will receive a confirmation number.

Statements, Forms, Performances

1. Click on Tools at top of page.
2. Click on left side of page for Statements, Forms, Performances.

Email Address Change and Beneficiary Change

1. Click on Personal Profile at top of page.
2. Click on left side of page.

Note: If you need a change form you will need to contact Slavic 401k.com Customer Service. The Slavic team will send you the form and you can mail or fax back directly to the Slavic Office. If you are already in your account, go to e-statements and forms and click on the change form.

Slavic401k.com Contact Information

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