

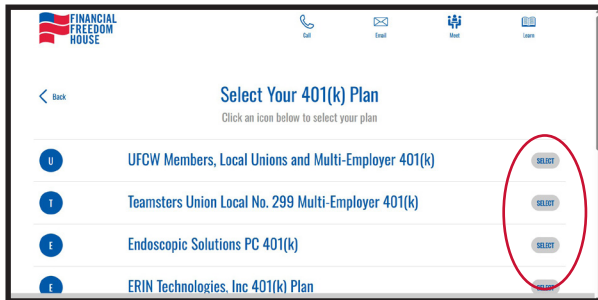
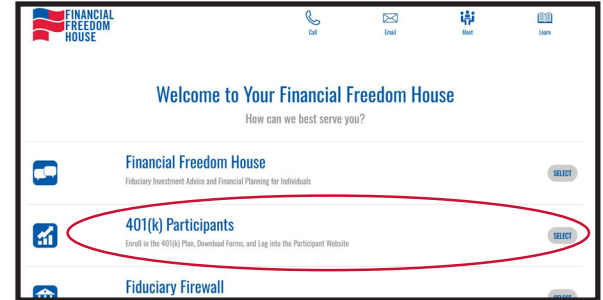


401(k) Plan Online Instructions

Visit <https://www.YourFFH.com> to register your account and log in.

1. Upon first entering the website, you should see the screen shown on the right. Click the **'Select'** button next to **401(k) Participants**.

2. Next you will be directed to a list of employers, here you will choose an employer. Find your employer and click **'Select'** next to their name.



NOTE: If you are in a union eligible job, you will need to select the appropriate union to find your employer.

Once you find your employer, you will be able to create an account, view your 401(k) balance online, as well as change beneficiaries, change investment elections, view old statements and more.

3. (See image - right) To register your 401(k) portal, click the **'Login'** button located next to **View Your 401(k) Online**. This will take you to a new tab that appears like the image in the lower right corner.

Returning Users: enter your Username and Password, then click **'LOGIN'**. If you forgot your username or password, click the **'Forgot User ID or Password?'** this will send you an email to reset your information.

4. (If it is your first time logging in) Under **'Username'** enter your full social security number, and under **'Password'** enter the last 4 of your social security number. Next, make sure the dropdown menu says **'Participant'**.

5. Once you've entered all of the information in step 4, click **'Login'**. Upon logging in for the first time you will be prompted to change your login information.

If you have issues logging into your account, contact the Employee Fiduciary Participant Service Center at **1-877-401-5100** option **3**.

If you need additional assistance getting your account set up, logging in or if you have questions about your retirement account call **800-754-9933** or send an email to **Service@YourFFH.com**

If you would prefer paperwork mailed to your home instead of going online, give us a call.

