How to Register with Vanguard

1) Log into www.vanguard.com

2) Select "Retirement Plan Participants"

3) Select "Register for Account Access"

4) You will need: Your social security number, Zip code, and birth date. If you are asked for the Plan Number, it is: 093264

5) Create your user name and password.
6) Once logged in, find "My Profile" on the top navigation bar and select "Beneficiaries" to name or change your beneficiary(ies).

7) Also in "My Profile", select "Overview" and under Personal Profile, there is an option for "Mailing Preferences" where you can select to have Statements mailed to your home. On the "Mailing Preferences" screen, select, "Customize mailing preferences"

You currently receive these documents via e-delivery

- **Statements** for employer plans
- **Confirmations and plan education materials** for employer plan accounts
- **Tax forms** for employer plan accounts
- **Notices, amendments, and other important account updates** for employer plan accounts

See **the accounts** that are affected by your mailing preferences.

Your email notification will be sent to: [your email address will be shown here] **Edit email address**

You can change your mailing preferences at any time. **Customize mailing preferences**