

How to Register with Vanguard

- 1) Log into www.vanguard.com
- 2) Select "Retirement Plan Participants"



- 3) Select "Register for Account Access"

A screenshot of the Vanguard website's registration page. At the top, there is a navigation bar with "Home", "Lessons", and "Tools". Below this is a large banner image of a man and a woman looking at each other. Overlaid on the banner is a text box that says "How much income can you expect?" with a "Learn more" link and three dots. To the right of the banner is a "Already enrolled?" section with "User name" and "Password" input fields, a "LOG ON" button, and a "Forgot user name/password?" link. Below the banner is a yellow button labeled "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**

Sign up for or restore account access

A screenshot of the Vanguard registration process. It shows three numbered steps in a row: 1. "Enter personal information and verify identity", 2. "Create user name and password", and 3. "Set up security features". Below these steps is a form titled "Enter personal information". The form includes a note: "If you are registering an account for a minor, enter the custodian's information below." The form fields are: "First name" (input field), "Last name" (input field), "SSN" (input field) with a link "I have an EIN (for trusts, corporations, partnerships, etc.)", "Birth date" (input field) with "(mm/dd/yyyy)" next to it, and "Zip code" (input field) with a link "I have a non-U.S. address".

- 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"

Home Plan Details ▾ Research Funds ▾ Education & Tools ▾ My Profile ▾

My profile overview

Personal profile

Address & phone

Update your address or phone number.

E-mail address

Update your e-mail address.

Mailing preferences

Choose how to get your statements, tax forms, and other documents.

Account settings

Retirement Alerts

Turn retirement alerts on

Beneficiaries

Update your beneficiaries

Bank information

Add a new bank and view

Thank you for choosing e-delivery

Many Vanguard shareholders like you who manage their accounts online also receive their account information online. By choosing e-delivery, you will receive notification when your account statements, confirmations, and other account documents are available for secure access online and convenience and may also avoid [account service fees](#).

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](#)