



Quick and Easy Access to Your Account

VRS Defined Contribution Plans



Retirement Solutions Made Simple.
Commonwealth of Virginia Defined Contribution Plans



Account Access

Account Access and VantageLine are two great resources that allow you to access and manage your retirement account 24 hours a day, seven days a week. Simply log into the secure Account Access website or call VantageLine, the automated voice-response system.

ACCOUNT ACCESS

This is the secure web portal you can use to log in and manage your account. It is available by going to www.varetire.org and clicking on the *Defined Contributions Plans tab*, then *Account Log-In*.

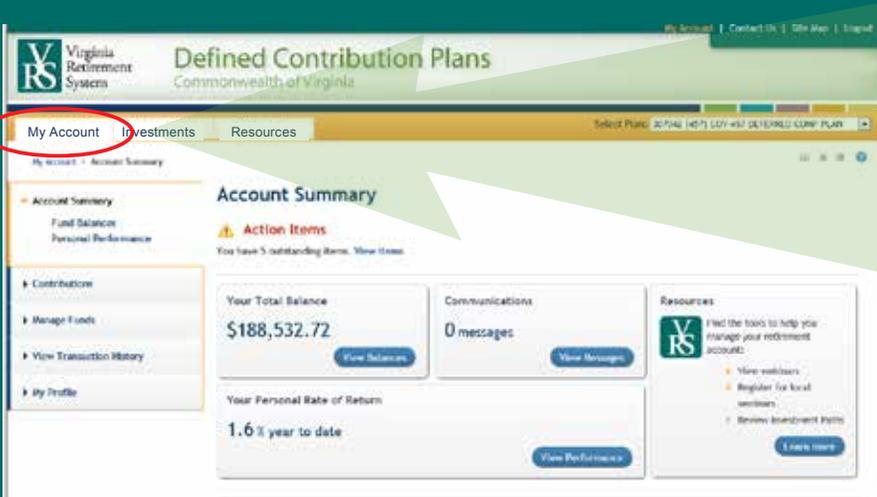
LOGIN ACCOUNT INSTRUCTIONS | Welcome to ICMA-RC's Account Access. Here are a few tips to keep in mind when you register to access and manage your account online.

How to Create a New User ID and Password:

- 1** Click "New User — Register Now" in the Account Log-In box in the upper-right corner of this screen. Follow the prompts to enter your information — this sets up online access to your account.
- 2** **User ID:** Your User ID must be 6-32 characters in length and is not case-sensitive. It must have at least **one** alphabetical character (e.g., a, b, c) and at least **one** number (e.g., 1, 2, 3). An alternative is to have all alphabetical characters with a special character. You may choose from the following special characters: @, _ , -, *, or . .
- 3** **Password:** Your password must be 8-12 characters in length and is not case-sensitive. It must have at least **one** alphabetical character (e.g., a, b, c) and at least **one** number (e.g., 1, 2, 3). An alternative is to have all alphabetical characters with a special character. You may choose from the following special characters: @, _ , -, *, or . .
- 4** **Security Questions:** Your security answers are not case sensitive, but they are format sensitive so they must be entered exactly as created. NOTE: If you take the step to have your device "remember" your log-in info, you will not be asked a security question. However, if you're logging in from a public computer (e.g., at the library), you should not check the box asking the computer to "remember" your log-in info.

Other important reminders:

- To reset your password, select the link "Forgot Your ID or Password" link in the log-in box. Once you provide some of your personal information to verify your identify, you can create your new password immediately.
- You must use the following supported browsers to optimize your experience: Internet Explorer version 8.0-10, Mozilla Firefox, Safari
- Make sure that cookies are enabled — you can find this information under the Internet Options setting in your browser.



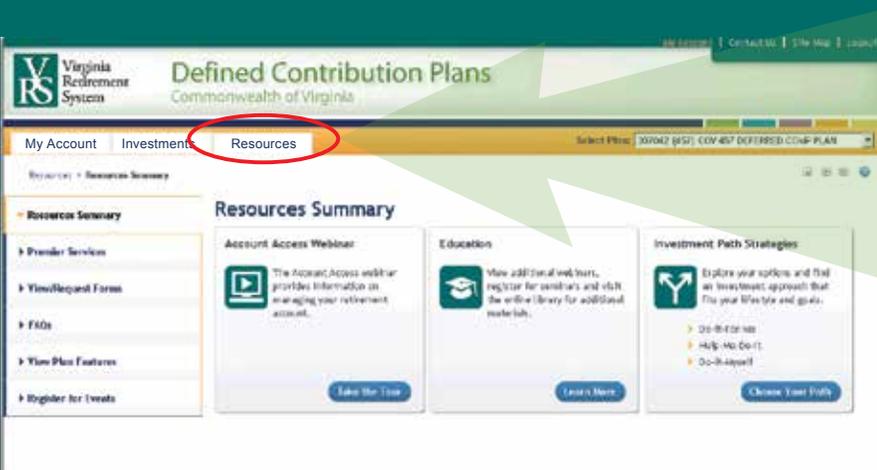
MY ACCOUNT

- Review account activity
- Adjust your contributions
- Manage investment selections
- Review your personal information
- Update your designated beneficiary(s)



INVESTMENTS

- Create price comparisons for multiple funds
- Access to your Brokerage account
- Review up-to-date share price and performance information



RESOURCES

- Watch the Account Access webinar
- View the Education section
- Explore Investment Path Strategies

VANTAGELINE (AUTOMATED VOICE-RESPONSE SYSTEM)

Call **1-VRS-DC-PLAN1** (1-877-327-5261) and select option 1 to access to your account by phone.

Set up a new personal identification number (PIN) the first time you call

- Enter your Social Security Number, followed by your current PIN (the last four digits of your SSN).
- Next, create a new six-digit PIN and verify it. You may change this number as often as you like.
- Press "0" to reach an investor services representative at any time during this process.

Select option 2 to speak with a Defined Contribution Plans Retirement Specialist Monday – Friday from 8:30 a.m. to 5:00 p.m. ET.

PHONE MENU

Press 1: Hear account information

1. Account balance details
2. Recent transactions
3. Statements
4. Payment status
5. Current allocations
6. Total contributions

Press 2: Hear share price and performance information

1. Information about a specific fund
2. Information about your funds

Press 3: Review general information

1. Contact information
2. Request investment information
3. Request an account statement

Press 4: Make PIN changes

1. Make PIN changes

Press 5: Tips and Shortcuts using VantageLine

- To cancel a transaction from the initial menu, press *
- To return to the previous menu, press *
- To go to the main menu, press 9
- To skip ahead or scroll forward, press # until you hear the option you want
- To switch to a different account, press * then 9
- To contact an Investor Services Representative, press 0