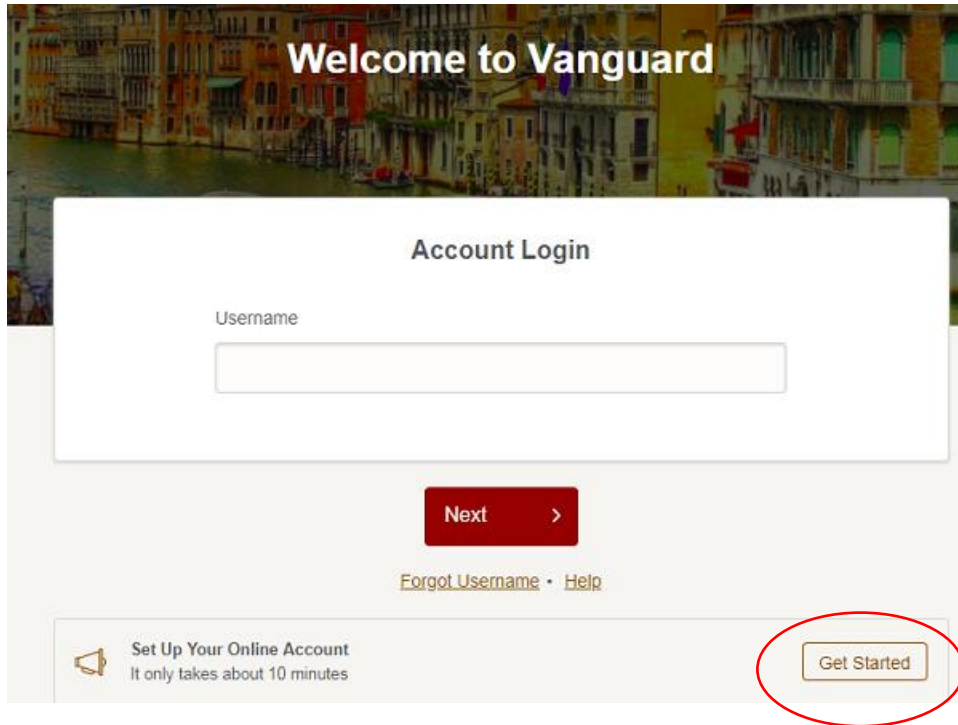


# How to Register for your 401(k) Vanguard Account

1. Log into Vanguard using the link below.

<https://my.vanguardplan.com/>

2. Set up your online account by clicking on “Get Started.”



The image shows the Vanguard website's login and setup interface. At the top, a banner with a colorful cityscape background displays the text "Welcome to Vanguard". Below this is a white box titled "Account Login" containing a "Username" label and a text input field. Underneath the input field is a red "Next" button with a right-pointing chevron. Below the button are links for "Forgot Username" and "Help". At the bottom of the page, there is a section titled "Set Up Your Online Account" with a speaker icon and the text "It only takes about 10 minutes". To the right of this section is a "Get Started" button, which is circled in red.

3. Be prepared to provide your SSN, DOB, zip code, and an email address, in order to register for your Vanguard account.



The image shows the Vanguard "ACCOUNT REGISTRATION" page. The title "ACCOUNT REGISTRATION" is centered at the top. Below it, a section titled "Protecting Your Account Information is Our Top Priority" states: "We know you rely on us to keep your account information confidential. Our innovative technology and security practices are designed to safeguard your privacy." Another section titled "Accessing Your Account" says: "You will need the following information to set up your account online:" followed by a bulleted list: "• Social Security Number", "• Date of Birth", "• Zip Code", and "• Email Address". At the bottom, a paragraph states: "Your E-mail address will be kept confidential and used only to notify you of important account information and to contact you if you forget your Web User ID or Password."

4. Provide the following information and click on "Next."



### Let's Make Sure It's You

We need to verify your identity before we create your account

**Social Security Number**

XXX XX XXXX

Show SSN

**Date of Birth**

Format: mm/dd/yyyy

MM/DD/YYYY

**Zip Code**

5. Complete the account registration by creating a username and password. Click on “Submit” once this is complete.

## Account Registration

### WEB USER ID

Create a Web User ID for future access to this website. Your Web User ID must have:

1. 8-25 characters
2. Letters and numbers only
3. At least one letter

Create Web User ID

Confirm Web User ID

### PASSWORD

Choose a password between **8** and **25** characters using at least 3 of the following:

- Upper case letters
- Lower case letters
- Numbers
- Special characters

Special characters include:  
~ ! , @ . \$ % ^ & \* ( ) - \_ = + [ ] [ ] ; : ?

For tips on how to create a password, [click here](#). We recommend that you change your password often.

Create New Password

Confirm New Password

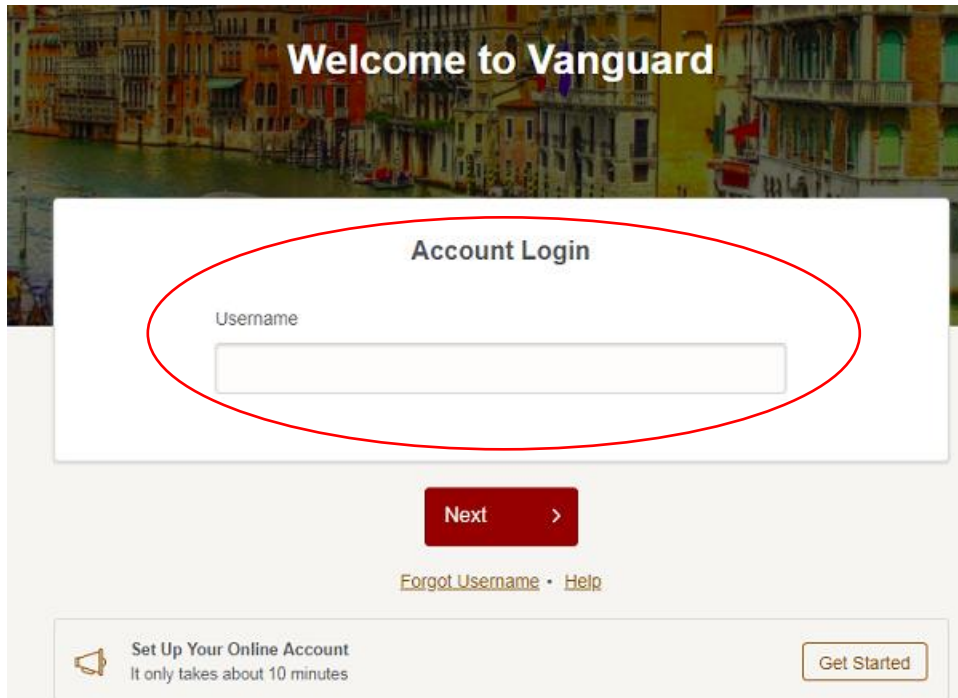
All changes will take effect when you click **Submit**.

[Back to Account Log In](#) **Submit**

6. For the final registration step, you will be asked to verify your email address and phone number, in order for Vanguard to send you a security code. Once you receive the security code via email and/or text, enter it into the requested security code field.
7. Once registration is complete, you can now enter your username in the field below and click on “Next” to log into your Vanguard account.

Please reference the link and home page image below.

<https://my.vanguardplan.com/>

The image shows the Vanguard Account Login page. At the top, there is a banner with a painting of a Venetian canal scene and the text "Welcome to Vanguard". Below the banner is a white box titled "Account Login". Inside this box, the word "Username" is displayed above a text input field. A red oval is drawn around the "Username" label and the input field. Below the white box is a red button with the text "Next" and a right-pointing arrow. Underneath the button are the links "Forgot Username" and "Help". At the bottom of the page, there is a section titled "Set Up Your Online Account" with the subtext "It only takes about 10 minutes" and a "Get Started" button.