Navigating Through Web Access

Here are some easy-to-follow steps for securely accessing your personal retirement account information online. The screen illustrations on the right provide guidance and correspond with the numbered steps below—simply follow the colored arrows based on the instructions.

**New User** (First time logging into your account)
Follow blue arrows (▲)
- Log on to www.usicg.com and click on the Retirement Account Access button ①
- Click on New Registration under the Participant Account Services menu ②
- Click on First Time Login ③
- Enter your Social Security Number (SSN) and Date of Birth and click Submit
- Establish your User ID
  - User IDs must be at least 6 characters in length and cannot contain spaces. **This will be your unique ID to access your account and cannot be changed.**
  - Select your preferred Contact Method
  - Enter your Phone Number or Email Address then click Submit
- Enter the six-digit Validation Code that was sent based on your preferred Contact Method and click Continue
- Enter a Password then click Create
  - Passwords must be 8-15 characters in length and must contain three of the following:
    - at least one upper case letter,
    - at least one lower case letter,
    - at least one number, and
    - at least one special character

**Existing User** (Previously logged into your account)
Follow green arrows (▼)
- Log on to www.usicg.com and click on the Retirement Account Access button ①
- Click on Participant Login/Sign On under the Participant Account Services menu ②
- Enter your User ID and Password, then click Sign On ③

**Account Help**
Follow the red arrow (▲)
**Reset your Account**
- Click Account Reset under the Participant Account Services menu ②

**Forgot Password**
- Click Forgot Password on the Sign On screen ③