

Virginia Retirement System Defined Contribution Plans

Access Your Account

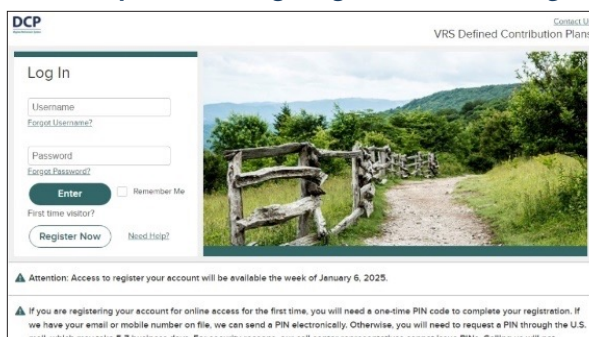
You have 24/7 access to manage your Virginia Retirement System defined contribution plan account. This document provides information on how to register and access your DCP account.

For more information on DCP features and benefits visit dcp.varetire.org.

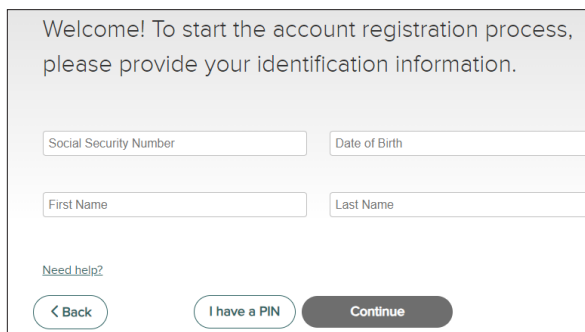
Register your account:

Follow these steps to access your DCP Account:

1. Go to dcp.varetire.org/login and select **Register Now**.



2. Enter your information and click **Continue**. If you have a PIN, select the **I have a PIN** option.



3. After you have registered your account, create a username and password. Also provide a preferred email address and your mobile phone number for future recovery of your login credentials.

Now, please provide the information below to create your new profile.

First Name Participant	Last Name Test

4. Choose if you'd like to register your computer or mobile device. If you select Yes, you will not need to get a new verification code every time you login.

Would you like to Register Your Computer or Mobile Device?

☐ **Yes - please register my device**
I trust this device and wish to avoid receiving and entering a verification code every time I login.

☐ **No - do not register my device**
I am on a shared device and/or I prefer to confirm my identity every time I login by receiving and entering a verification code.

Once you have registered your account, you can:

- **Enroll** or update your contribution amount at any time.
- **Review your account information** and make any needed changes.
- **Choose a beneficiary.** If you participate in more than one plan, you will need to select a beneficiary for each plan.
- **Add your banking information.** You can add (or update) your banking information by finding your name in the upper right corner of the plan website, click on *Personal Information > Banking Information > Add/Edit*.
- **Ensure timely distributions and withdrawals** by establishing banking information at least seven days in advance.
- **Review your investment strategy.** The plans offer a variety of investment options categorized into three paths based on your desired level of assistance in managing your investments. You do not need to choose just one path—you can mix and match investment options among the different paths to help you meet your objectives, risk tolerance, and overall investing style.

Need help?

If you need assistance, call the VRS Defined Contribution Plans Service Center at **877-327-5261** (hearing impaired: 800-579-5708). English- and Spanish-speaking associates are available weekdays from 8 a.m. to 9 p.m. ET, excluding stock market holidays.

You may also connect with a local DC Plans Education Specialist*. To schedule a meeting that works best for you, go to **dcp.varetire.org/education/dc-plans-specialists**.

Information from registered Plan Service Representatives is for educational purposes only and is not legal, tax or investment advice. Local Plan Service Representatives are registered representatives of Voya Financial Advisors, Inc., member SIPC.

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