

How to use ASC Online to **Access Your Account**

[ABOUT ASC](#) ▾[SERVICES](#) ▾[SERVING PARTICIPANTS](#) ▾[INVESTMENTS](#) ▾[RESOURCES](#) ▾[CONTACT US](#)[ACCOUNT LOGIN](#)

- 1 Go to **www.ASCTrust.com**
- 2 Log into your account on the homepage by selecting the **"Account Login"** button on the upper right corner of the page.
- 3 Once on the login page, use the following to access your account for the first time:
User ID
*Your nine-digit Social Security Number without dashes

Password*
*Initially, your Password may be the last four digits of your Social Security Number. Upon logging in, a one-time PIN (OTP), will be sent to you as an additional layer of security designed to prevent unauthorized access to your account and protect your information. You will be required to elect the method of receiving your OTP via a SMS message to a mobile phone number or an email address on record. You will then be prompted to establish security phrase/questions and change your USER ID and Password.

For help with logging in for the first time, please contact the Participant Services Team at (671) 477-2724.
- 4 Then select **"Participant"** from the drop down menu.

Account Navigation

Once you have successfully logged in, if you are in more than one plan on the ASC system, a Benefits Summary page will appear where you will be able to select among plans.

After selecting your company's retirement plan, the following options are available to choose from the top menu.

- **Dashboard**
 - Track your retirement
 - View your current account balance
 - Current deferral
 - Portfolio with performance models
 - Summary of your account's recent activity
 - Quick link to view your transaction history
- **Manage**

Select this to manage your investments and view your transactions history.
- **Plan**

Select this to access the Retirement Calculator.
- **Performance**

Select this to open up the following options that provide information on plan investments:

 - Rate of Return
 - Investment Information
- **Loans & Withdrawals**

Select this to calculate how much you qualify for loans or withdrawals, if available to your plan.
- **Forms & Reports**

Select this to view Reports and Forms:

 - Quarterly Participant Statement
 - Quarterly Rate of Return
 - Forms

(if unavailable for your plan, go to www.ASCTrust.com/RESOURCES/FORMS)
- **Contact Us**

Select this to send an e-mail to the Plan Administrator.
- **Contact ASC**

Select this to be directed to ASC's website to get in touch with ASC.



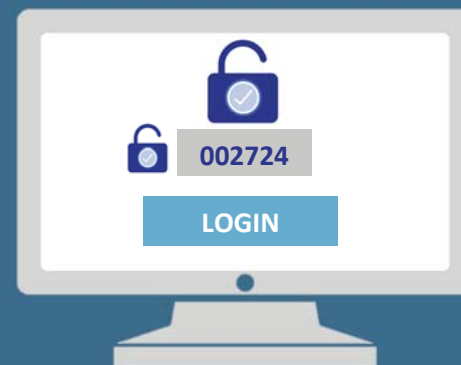
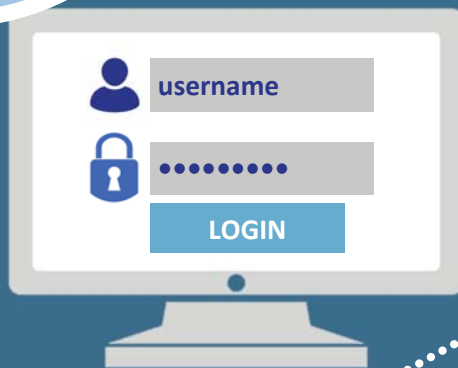
Select this to request for a password change, to update your personal information (if available to your plan), update or add beneficiaries, and upload files to send to ASC.



At any time during your visit, you may select this to end your session.

PROTECT YOURSELF WITH MORE THAN A PASSWORD

MULTI-FACTOR AUTHENTICATION



ASC will be implementing multi-factor authentication (“MFA”) using a time sensitive one-time PIN (OTP) methodology for online users. This new login is part of our ongoing efforts to ensure greater system security. Participants logging into their online account will be required to elect the method of receiving their one-time PIN via a SMS message to a mobile phone number or an email address on record.

To update your information, visit your HR office or contact your ASC representative at service@asctrust.com.



www.ASCTrust.com
477-2724