Easy Instructions for Enrolling

Enroll Now

Enroll today in your organization's retirement plan and take advantage of one of the most valuable tools available to you as you save for retirement. Through our easy to access, innovative technology, you can enroll in one of two ways: online or over the telephone.

To enroll in the plan online

STEP 1 Establish Your Username and Password

Visit The Principal Retirement Service Center® at www.principal.com

- Click on the Login button and then the Personal Login link.
- Select the Establish your new Username and Password link.
- Enter the retirement plan Contract number/Plan ID, which can be found on the Plan Summary in your enrollment materials.
- Answer the security verification questions and follow the prompts.

STEP 2 Choose Your Contribution Amount

- Select the Contribution Amount link on the Enrollment Main Menu.
- Follow the prompts to choose your contribution percentage and click on the Save button.

STEP 3 Elect Investment Options

- Select the Investment Options link on the Enrollment Main Menu.
- Follow the prompts to elect your investment options and click on the Save button.

STEP 4 Designate Your Beneficiary

- Select the Beneficiary Information link on the Enrollment Main Menu.
- Follow the prompts to designate your beneficiary and click on the Save button.

STEP 5 Review and Submit

- Select the Review and Submit link on the Enrollment Main Menu.
- Review the elections you have made.
- If everything is correct, enter your Password and click on the Submit button.

See opposite side for step-by-step instructions to enroll by telephone and directions on how to make changes.

To enroll in the plan over the telephone

STEP 1 Establish Your Username and Password

Call TeleTouch® at 1-800-547-7754

- Press 1 for information in Spanish.
- Enter your **"identification number"** (typically your Social Security Number).
- Press 1 to **Establish** your **PIN**.
- Enter the **retirement plan Contract number/Plan ID**, which can be found on the Plan Summary in your enrollment materials.
- Answer the security verification questions and follow the prompts.

STEP 2 Choose Your Contribution Amount

- To enroll, review or change your contribution percentage say **"Manage Investments"** and follow the prompts.

STEP 3 Elect Investment Options

- To invest your contributions and any employer contributions, say **"Manage Investments"** and enter the percentage (%) of your future contributions you would like allocated to each investment option when you hear it. If you do not wish to allocate contributions toward a particular investment option, press the pound (#) key.

STEP 4 Designate Your Beneficiary

- Complete, sign and return the paper beneficiary form included in your enrollment materials (or available on The Principal Retirement Service Center®) to your employer or Plan Sponsor.

If at any point during the enrollment process you have questions, our retirement specialists are readily available to guide you through the process. Simply say **"Operator"** and you will be connected.

It's easy to make changes

If at any time you would like to make changes to this retirement account, simply log onto The Principal Retirement Service Center®, select "**Retirement & Investments**" and click on the "**Make Changes**" tab. You'll be able to choose from a wide array of options ... from electing future investment options to changing the amount you contribute to the retirement plan. Or, to make your changes over the telephone, call TeleTouch® at 1-800-547-7754.

Principal® Financial Group

WE'LL GIVE YOU AN EDGE℠