

Accessing Your Account

HERITAGE CUSTOMER SERVICE TELEPHONE: 1-800-474-0293

USING THE INTERNET:



You can access your retirement account; change your investment elections for future payroll contributions; rebalance your current portfolio and more online.

Go to www.HeritagePension.com and click on **Participant Login**

Supply your unique identifying information

Your Login ID will be your social security number.

Your Password will be the month, day and year of your birth date. It will be eight digits. For example, if you were born on February 2, 1974, your Password is 02021974.

You will then be asked to create a new Password. Please follow the Password Requirements listed.

Update Your Login Credentials

Enter your old Password once and your new Password twice and click on "Save and Continue". You will receive a message that states "Your Password has been updated". Click on "Next".

You will be asked to enter your personal e-mail address. This will be used for security purposes only and will not be distributed to third party vendors.

Click on "Continue".

You will be directed to create a new Login ID. Please follow the Login ID Requirements listed. If the system rejects your Login ID and you have followed the requirements, the Login ID may already be in use and you will need to choose a different Login ID.

Click on "Continue".

You will then be asked to select three security questions and to provide answers to your selected questions. This will help you retrieve your login credentials if you forget them.

Click on "Continue".

Confirm your changes by entering your new password one more time and click on "Save and Continue".

You will receive a message that states "Your changes have been saved" Click on "OK".

Future Updates

You may change your User ID, Password, Secret Questions and Answers and E-mail at any time by clicking on the "My Profile" icon in the upper right corner of your Participant Home Page.