

UFCW LOCAL ONE 401K SAVINGS FUND

UNIFIED TRUST COMPANY INFORMATION AND ACCOUNT ACCESS GUIDE

For general information about your 401k Plan, enrollment packets, hardship/distribution/loan forms, or any other customer service assistance contact the Fund office:

The UFCW Fund Office – Toll Free (800) 697-8329, prompt 3, prompt 2.
Representatives are available Monday through Friday from 8:00 AM to 4:30 PM Eastern Standard Time for questions regarding your individual account.

To view your account online or make changes in your investment allocation:
Contact Unified Trust online or by phone:

Internet Access – www.unifiedtrust.com

To access the web:

- After logging on to the website, click on the “**Account Access**” icon.
- Then click on “**Retirement: Employees.**”
- Enter your **User ID**, which is your Social Security Number (without hyphens) & then enter your password, which is the last four digits of your Social Security Number.
- After logging on for the first time, you will be prompted to change your User ID and Password.* *The User ID must be between 6 and 12 alpha-numeric characters in length. Passwords must be between 6 and 8 alpha-numeric characters in length. You will also be prompted to answer 4 alternate verification questions. You will be required to remember the answers for future log in.*

Please refer to the online help menu for assistance.

Voice Response Unit Access (VRU) – Toll Free (800) 845-5151 (U.S. calls only)

To access the Voice Response Unit (VRU):

- Enter your **Social Security Number** and your **Personal Identification Number (PIN)**.

NOTE: If you are accessing the system for the first time, your PIN will be the last four digits of your Social Security Number. After logging on for the first time, you will be prompted to change your PIN.*

* **PLEASE NOTE:** *Your VRU PIN and WEB password are not interlinked.*

- **OPTION 1: Personal Account Information**
 1. Balance Information
 - a. Balances by investment
 2. Investment Information
 - a. Investment election information
 - b. Change investment election information
 - c. Transfer between investments
 - d. Conform ending balance
- **OPTION 2: Current investment rates of return**
- **OPTION 3: Change PIN**