



FULTON FINANCIAL ADVISORSSM


How to log in to your 401k online portal

A If this is your first time logging in:

1. Enter your Social Security Number in the USERNAME field
2. Enter the last 4 digits of your SS# in the PASSWORD field
3. Make sure "PARTICIPANT" is selected
4. Click LOGIN!
5. See Page 2 for help setting up your account

B If you have been here before:

1. Simply enter your USER ID & PASSWORD
2. Make sure "PARTICIPANT" is selected
3. Click LOGIN!



If you don't remember your USERNAME OR PASSWORD you can reset them by clicking on "*Forgot User ID or Password?*" or by calling our Information Line at **1-800-452-4190**

Available Monday through Friday 8:00AM to 8:00PM EST



First time user setup

A Select your security questions

1. Choose 3 different security questions
 - a. These questions will be used each time you log in from a new computer, or after you clear your cookies
2. Enter the answers to your chosen questions
 - a. These answers are case sensitive and must be longer than 3 characters

B Choose your User ID and Password

- | | |
|--|--|
| <ol style="list-style-type: none">1. USER ID requirements:<ol style="list-style-type: none">a. Cannot be SSNb. Cannot be similar to your Passwordc. Must contain letters and numbersd. Must be 6 to 12 character long | <ol style="list-style-type: none">2. PASSWORD requirements:<ol style="list-style-type: none">a. Cannot be SSNb. Cannot be similar to your USER IDc. Must contain letters and numbersd. Must contain capital and lower case letterse. Must contain a special character
!@#\$\$%^&*f. Must be 8 to 20 characters long |
|--|--|

C Review your Personal Info

1. Make sure your personal information is accurate and up to date
2. Click the arrow next to "E-Mail" and fill out your preferred e-mail address
 - a. This is used for communication of important account information