

# HOW TO ACCESS YOUR ACCOUNT




*On Your Side*<sup>®</sup>

# CONGRATULATIONS! YOU'RE ALL SIGNED UP. NOW WHAT?

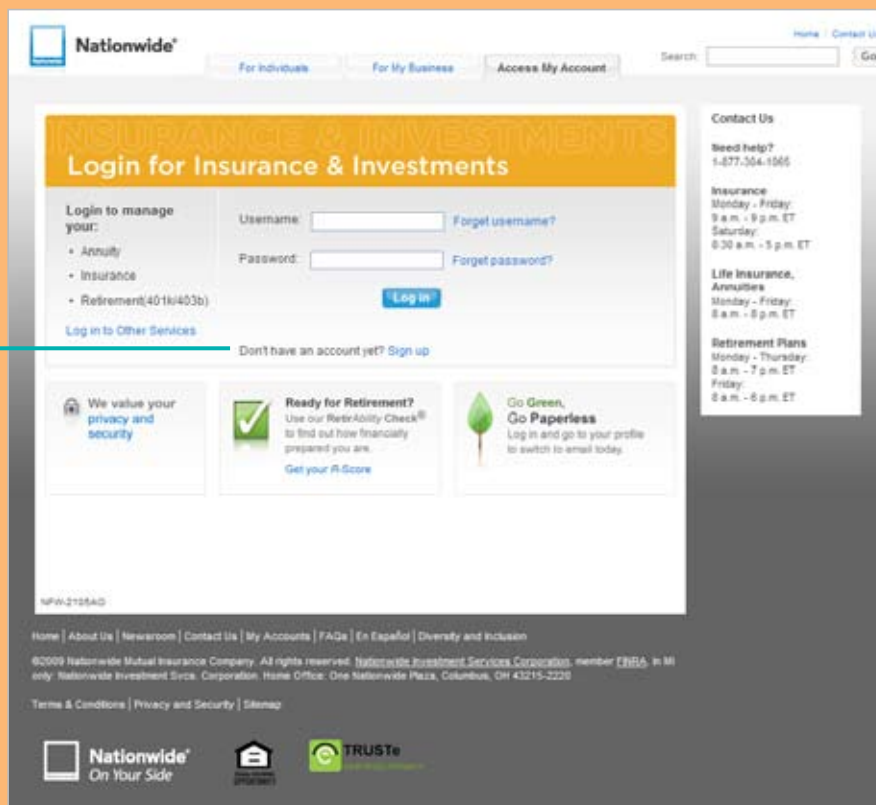
Use this step-by-step guide to learn how to get access to your new retirement plan account at [nationwide.com/login](https://nationwide.com/login).

Your retirement plan account gives you an opportunity to review your investment selections, manage your allocations and get important news about your plan — all online!

If you're confused by all these terms, not to worry. There's plenty of time to learn it all. But first, let's set up your account! 

# STEPS:

- 1 Go to: [nationwide.com/login](https://nationwide.com/login)
- 2 Under the login boxes in the middle of the page, select **Sign up**



On the “Sign up for Online Access” screen you will need to indicate if you are registering as an individual or manager of a trust, estate or corporation.

Then fill out your first name, last name, suffix, date of birth, Zip code and Social Security or Tax ID number.

## STEP:

**3** Verify your information

**4** Enter: account/policy number(s)  
(You can find this number in your enrollment book)

**Nationwide**  
On Your Side

### Sign Up for Online Access

1. Verify Identity | 2. Username and Password | 3. Security Questions | 4. Email Preferences

It's easy to sign up for online access to your Nationwide products. Start here. It takes just a few minutes.

Asterisk (\*) indicates required field

**Verify Identity**

Be sure to enter the information of the **primary policyholder** or **contract owner** exactly as it appears on your most recent statement.

I'm registering as:

An individual  
 A manager of a trust, estate or corporation

First name:

\*Last name:

Suffix:

\* Date of birth:  /  /  (mm/dd/yyyy)

\* Zip code:  Use your mailing address zip code.

\* Social Security or Tax ID number:  XXX-XX-XXXX or XX-XXXXXXX

**Enter Account/Policy number(s)**

Enter information for one of your accounts and we'll find all the others.

\* Account/policy number:  [Where do I find this number?](#)

We value your privacy & security

[Continue >](#)

### HELPFUL TIP

Make sure you add the dash in your account/policy number. It should read XXX-XXXXX rather than XXXXXXXX

**5** Click: continue

The next screen allows you to create your **Username** and **Password**.

Please review the instructions when creating them. Note: both username and password must be at least six characters long and must be a combination of both alpha and numeric characters (e.g., abcd1234).

Once you've created your own customized username and confirmed your password, please click the **Continue** button.

## STEPS:

### 6 Create: username and password

The screenshot shows the Nationwide 'Sign up for Online Access' form. The header includes the Nationwide logo and 'On Your Side' tagline. The main heading is 'Sign up for Online Access' with a progress indicator showing four steps: 1. Think about it, 2. Username and Password (current step), 3. Security Questions, and 4. Final Personalization. A 'Contact Us' button is visible in the top right corner. The form prompts the user to 'Choose a username then check to make sure it's available'. The 'Username and Password' section contains three input fields: 'Username' (with 'cd1234567' entered), 'Password' (with '\*\*\*\*\*' entered), and 'Re-type password' (with '\*\*\*\*\*' entered). A 'Check availability' button is located below the username field. To the right of the input fields, there are two columns of instructions: 'Username must be at least 6 characters. Username can't contain spaces or these special characters: !, @, #, \$, %, ^, &, \*, <, >, ~, | and can't be all numbers. Username is not case-sensitive.' and 'Your password must be at least 6 characters. Password must contain a number OR special character (other than !, @, #, \$, %, ^, &, \*, <, >, ~, |) and can't be all numbers. Password cannot contain spaces. Passwords are case-sensitive.' At the bottom right of the form, there is a 'Continue' button and a privacy notice: 'We take your privacy & security seriously.' A teal line with a circle containing the number '6' points to the 'Username' field.

### 7 Click: continue

The next screen allows you to create your security questions. These are only used if you forget your username and/or password and need to reset them online. You'll complete these three steps.

- A Choose one question from the drop down list of questions and answer it.
- B Choose one question from the next set of drop down questions and answer it.
- C Choose one question from the final set of drop down questions and answer it.

## STEPS:

### 8 Create your security questions

**Nationwide**  
On Your Side

### Sign up for Online Access

1. Verify Identity    2. Username and Password    3. Security Questions    4. Final Preferences

Next, choose your security questions. If you forget your password, these questions will be used to confirm your identity.

Asterisk (\*) indicates required field.

**Security Questions**

**Question 1**  
\* Select a security question: What was the name of your first childhood pet?  
\* Type the answer to your question: Jerry

**Question 2**  
\* Select a security question: In what city (full name) did you meet your spouse for the first time?  
\* Type the answer to your question: Jerry

**Question 3**  
\* Select a security question: What is the first name of the best man at your wedding?  
\* Type the answer to your question: Jerry

We value your privacy & security

[Back](#) [Continue](#)

### 9 Click continue

# STEPS:

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On this screen, you will need to verify your information and select your email preferences.

The screenshot shows a web form titled "Sign up for Online Access" with four progress steps: 1. Verify Identity, 2. Username and Password, 3. Security Questions, and 4. Email Preferences. The form includes instructions to enter a preferred email address and select delivery preferences. It features input fields for email address and re-type email, radio buttons for "Email" and "Postal Mail" delivery, and checkboxes for accepting the "eDelivery Agreement" and "Electronic Services Agreement". A "Send" button is at the bottom right, and a "Back" button is at the bottom left. A note at the bottom left of the form reads "NFW-1684AO".

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Read and accept the Electronic Service Agreement

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Click send

# Congratulations!

## You now have online access

Now that you have access to your online account, a world of possibilities is open to you.

You can use this site to:

- Check your balance and personal rate of return
- Reallocate your balance
- Get a summary of your retirement plan account balance

And much more!

## Check it out today!

**Have problems navigating the site: Call us at 1-888-867-5175.**

• Not a deposit • Not FDIC or NCUSIF insured • Not guaranteed by the institution • Not insured by any federal government agency • May lose value



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The Nationwide Group Retirement Series includes unregistered group fixed and variable annuities and trust programs. The unregistered group fixed and variable annuities are issued by Nationwide Life Insurance Company. Trust programs and trust services are offered by Nationwide Trust Company, FSB, a division of Nationwide Bank. Nationwide Investment Services Corporation, member FINRA. In MI only: Nationwide Investment Svcs. Corporation. Nationwide Mutual Insurance Company and Affiliated Companies, Home Office: Columbus, OH 43215-2220. Nationwide, the Nationwide framemark and On Your Side are service marks of Nationwide Mutual Insurance Company.

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