

PensionTrend Online Enrollment

Start your online enrollment by visiting www.pensiontrend.com and clicking “Account Login.”

To begin, enter your SSN as your User Id and last 4 digits of your SSN as your password before selecting “Participant.”

Step 1

1. Set up your UserName (6-12 alphanumeric digits)
2. Set up your Password (6-8 alphanumeric digits)
3. Select a verification question
4. Fill in your personal information. (please note that country is a required field)
5. Enter an e-mail address if applicable

Step 2

1. Select whether you wish to defer at this time or not. To defer select the correct box and enter the percentage or dollar amount you would like withheld from your paycheck.
2. Select if you wish to use the pre-tax acceleration feature.
3. If you choose to have automatic increase, enter the increase amount and maximum amount in percentages.
4. You must select annual as your frequency rate and enter 01/01 in the update field.

Step 3

1. Select the source of money for investment allocations.
2. Enter your investment elections by inputting a percentage.
3. If you are unsure of how to invest you can always return to change your investment elections.
4. Once your investment elections total 100%, select save and continue on the bottom left of your screen.

Step 4

1. Verify your information.
2. If you need to change a selection, select EDIT of that section.
3. Print your beneficiary form, located on the bottom of the page. Give this form to your HR Department within 2 days of enrollment.
4. Select Finish.

Congratulations! You're now enrolled in your retirement plan!

If you have any questions regarding the PensionTrend website please refer to your Account Activity worksheet in your enrollment kit or call (888) 349-2149.