

# Need help getting to your account?

The ADP TotalSource® Retirement Savings Plan is a great way to prepare for your financial future. Log in to your account today to take advantage of tools and resources that will help you plan for tomorrow. You can access information about your account such as your statements, fund performance, transaction history and alerts as well as financial education and investment updates. You can also take advantage of myOrangeMoney®, an interactive educational online experience to help you estimate savings scenarios and make sure you're on track for the future you envision.

*Follow the instructions to track your savings on your road to retirement.*

## First time users

[adptotalsource.voya.com](https://adptotalsource.voya.com)

### 1 Click Register Now.

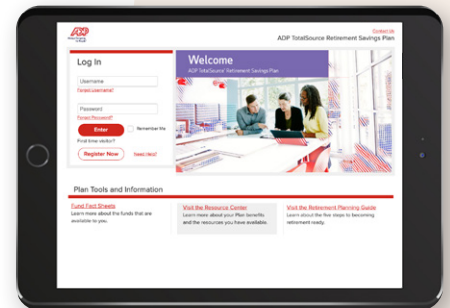
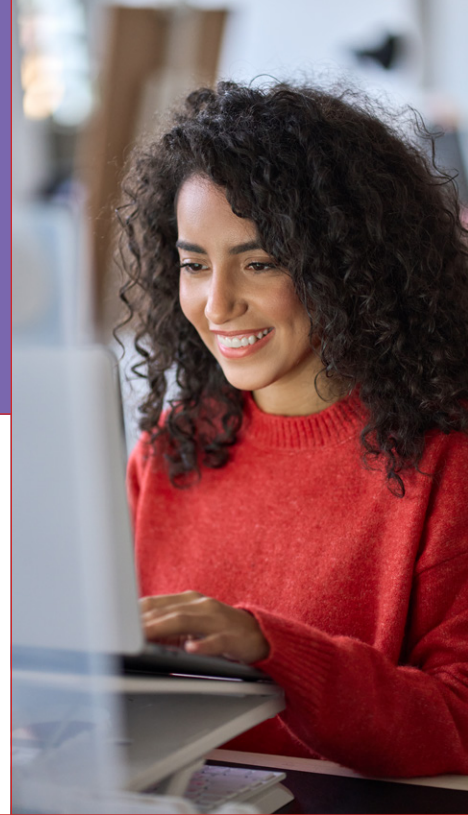
- On the Welcome screen, enter your Social Security number, date of birth, first and last name, then click Continue. If you already have a PIN, simply click I have a PIN.
- If you already have contact information on file with Voya, you will receive a code through the most convenient method (text or email). Enter the code and click Verify.
- If you do not have contact information on file with Voya, you can take a quiz and answer some additional questions to confirm your identity and proceed with registration. Note: If you are unable to confirm your identity by answering the questions, you will need to request a code through one of the other options available.

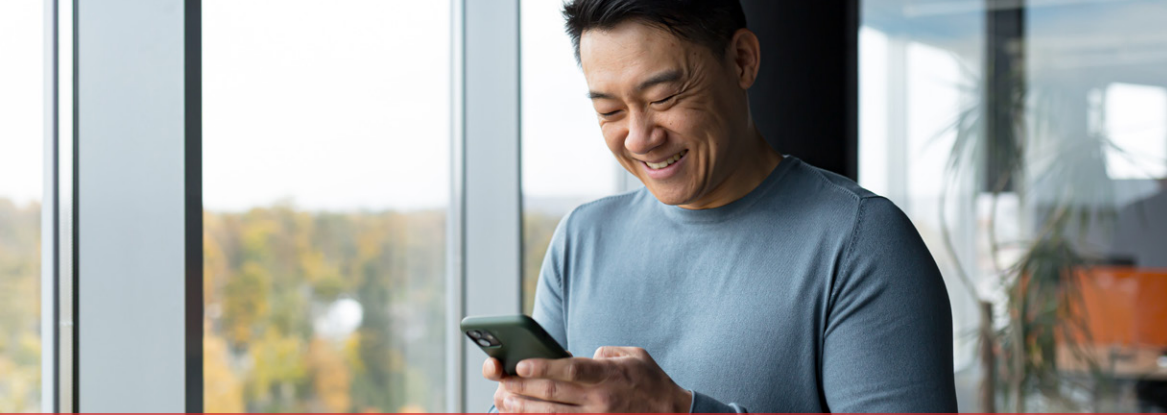
### 2 Set up a unique username and password for use on the website and the "Voya Retire" mobile app.

### 3 Provide your mobile number or an alternate email address to ensure the security of your account. We will use this for the future recovery of your username or password, as needed, or if you login using a computer or device that is not recognized.

**Hint!** Please retain your PIN. If using the phone services, you will need that same PIN for detailed account information and to perform certain transactions. If helpful, you can customize your PIN through the automated system to something you will more easily remember.

**Hint!** To keep your information secure, please avoid writing down your login credentials. Don't allow social networking sites to memorize this information and never put them in an e-mail.





## Previously registered users

[adptotalsource.voya.com](https://adptotalsource.voya.com)

Enter your **username and password** to access your account. If you have forgotten your username or password, select the appropriate link and follow the instructions to recover your credentials.

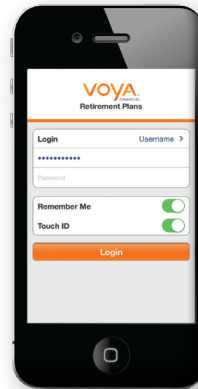
## Access your account on the go

Get the **"Voya Retire" mobile app** to check your account balance and much more on your smartphone\*.

## Access your account by phone

**(855) 646-7549**

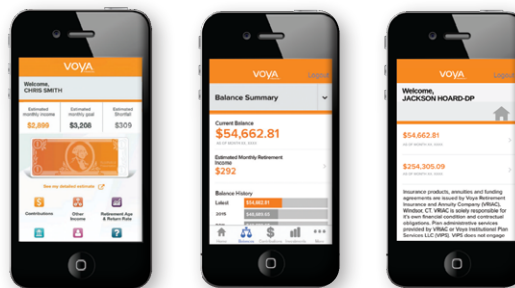
**Automated Voice Response System:** You can access your account by phone 24 hours a day, seven days a week. Keep in mind when calling, you may need your PIN. If you're calling and have lost or misplaced your PIN, request a PIN reminder through the automated system or hold for a Customer Service Associate.



To access your statements online, click on the Statements & Documents tab at the top of the page and select Statements.

### You may also access the following:

- Account balance
- Loans
- Investments
- Contributions and fund elections
- Plan information



**Questions? Need help?** At any time, just press 0 and a Customer Service Associate can help you. They're available Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time.

\* Search Voya Retire in the Apple App Store® or on Google Play™ store. You will log in with the same Username and Password used for the Plan website. If your device allows, you can establish fingerprint security.