

ARE YOU ON PINS AND NEEDLES?



New account access just got easier.

Accessing your ADP TotalSource Retirement Savings Plan (the "Plan") account for the first time online or over the phone is easy!



FOLLOW THESE STEPS TO ACCESS YOUR PLAN ACCOUNT.

Go to adptotalsource.voya.com and 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**.



Voya will send a one-time verification code via email. Enter the code to verify your identity and click **Verify**.

Create a unique username and password for ongoing access to the website and click **Continue**. Your unique login credentials will also be used for the Voya Retire mobile app.

If you do not have an email on file with Voya, Voya will attempt identification via SMS Verification by **sending a verification code to your mobile phone**. If Voya is unable to verify your identification, a PIN will be mailed to your address of record. It may take 5-7 days to receive your PIN.

Once you have received your PIN, enter it along with your Social Security number and date of birth, and click **Continue**.



Need help? If you have questions, please call **(855) 646-7549** and press **0** to speak with a Customer Service Associate. They are available 8:00 a.m. to 8:00 p.m. ET, Monday through Friday (excluding New York Stock Exchange holidays).

