

## How Do I Change My Login Credentials?

Your Username and / or PIN may be changed on-line at your convenience.

To reset your credentials:

Go to [www.nesteggs.cc](http://www.nesteggs.cc) > Login > Participant

1. Using your current credentials, login to the participant web-portal

\* If you have not previously gone online to set up an alternate Username or PIN, use the default:

• Username: SSN

• PIN: NEWEXXX (your new PIN must contain a minimum of 8 characters)

\*If your current credentials have slipped your mind, give us a call or send us an email and we'll look them up!

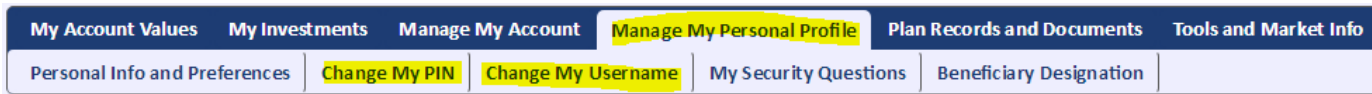
2. Upon login, you may be prompted (*if you have not already done so*) to set a security question and answer to enable future use of the 'Forgot Password' and 'Forgot Alternate ID' retrieval tools on the login screen

3. *If your current PIN has not been changed recently*, you will automatically be prompted to update it to meet the new 8 character minimum length requirement

4. To make a change to previously set login credentials that already meet all requirements:

• Select Menu Tab 'Manage My Personal Profile'

• Select 'Change My PIN' and / or 'Change My Username'



• Enter your current PIN or Username, then type your preferred credential (character parameters are shown at the top of the *Change* box)

OR

5. Be sure to click on the 'Submit Change' button to implement the change!

\*A confirmation will display on the screen AND you will receive an email confirmation (see 'Manage My Personal Profile' to view or edit the email address to which notifications will be sent)

**Feel Free to Call NestEggs for Additional Assistance**