

Hello!

Welcome to your new retirement plan with Mutual of America. Below are the steps involved in setting up your online account and enrolling in your plan.

Steps to set up your account and enroll online:

1. Go to [www.Mutualofamerica.com](http://www.Mutualofamerica.com)
2. Click Log in and choose Enroll in Your Plan
3. Answer the 4 questions (Last Name, Date of Birth, Last 4 of your SSN and Zip Code)
4. This will prompt you to 5 security questions that you must answer from your Credit Report
5. Next you will create your Username, Password, Email Address and Forgot Password Question
6. Once completed, you will be prompted to "Activate Your Account". Go to your email and click the link provided.
7. After your account is activated – Go back to [www.Mutualofamerica.com](http://www.Mutualofamerica.com)
8. Click Log In and go to "Log In/Set Up Online Account"
9. Put in your newly created Username and Password
10. Set Up Multifactor Authentication (We will send you a security code to access your account)
11. You will be directed into SmartPlan to enroll in the plan
12. Follow the videos and questions from there
  - a. **If you plan to opt out of the plan, put 0 as your contribution**

If you have any questions or issues, please don't hesitate to reach out to Tom Ewig at [Thomas.Ewig@mutualofamerica.com](mailto:Thomas.Ewig@mutualofamerica.com) or 414.469.9074.

Sincerely,

Tom Ewig

Participant Account Representative – Mutual of America