## **Empower Instructions**

This is available to all Nebo employees; Empower is our 403(b) provider, through payroll deduction.

1. Go to empowermyretirement.com

≤ empowermyretirement.com

2. If you have not already registered (this is done the first time you get into Empower), click the green 'Register' button. You will be asked to provide your SS#, your Zip/Postal Code, Your Last Name, and your Date of Birth.

EMPOWER	YOUR RETIREMENT PLAN	Fund Information I Plan Sponsor Center
	Experienced a job change or retired? We can help. Talk to us about options for your retirement savings. Learn more »	Participant Login          Image: second se
EMPOWER	YOUR RETIREMENT PLAN         Account verification         Enter the information below to verify your account.         I do not have a PIN         I have a plan enrollment code         SOCIAL SECURITY NUMBER	F
	ZIP / POSTAL CODE  LAST NAME (GENERALLY INCLUDES SUFFIX: E.G., JR, SR, III)  DATE OF BIRTH MM/DD/YYYY  CONTINUE  CONTINUE	

3. Click 'Continue'. You will be prompted to create a username and password. Please pay attention to the parameters for each.

OR

4. If you have already registered, enter your Username and Password, and click 'Sign In'.



- 5. Once either of these steps is completed, you will come to a screen for Enhanced Security (essentially two step authentication).
- 6. Click on 'Choose delivery method' in the dropdown box and select which form of delivery you desire...this can be text, phone call, email...personal or business depending on how much information you want to put in when you are creating your account. Then click on 'Send Me A Code'.

YOUR RETIREMENT PLAN	Enhanced security (2 of 3)
Enhanced security (2 of 3) To confirm your identity, we will send a verification code to the phone number or email address listed for your account.	To confirm your identity, we will send a verification code to the phone number or email address listed for your account.
WHERE SHOULD WE SEND YOUR CODE? Choose delivery method v	WHERE SHOULD WE SEND YOUR CODE?
SEND ME A CODE	Already have a code?
	SEND ME A CODE
	By electing to receive your verification code by text you are opting in for a one-time alert and have expressly consented to receive a text message of your verification code from Empower

7. You will receive an 8-digit code via whichever delivery method you requested. Enter that code in the space provided in Empower. Then, click 'Sign In'.

Enhanced security (3 of 3) Code sent. Please keep this window open until you receive your code. You should receive the code within 3 minutes.		
VERIFICATION CODE		
Remember this device (not recommended for public device) <u>Didn't receive the code?</u>		
SIGN IN		

8. This will open up to a place where you can determine how much of a payroll deduction you want to begin with, if you are registering your account. You can select either a dollar amount or a percentage of your paycheck to be withheld each pay period.

Nebo School District 403(b) Plan Custom Enrollment Select the contribution to be automatically deducted from your paycheck.	Nebo School District 403(b) Plan Custom Enrollment Select the contribution to be automatically deducted from your paycheck.
Select another contribution rate  MY STANDARD CONTRIBUTION   Percent Dollar  Back Continue	Select another contribution rate      Wy STANDARD CONTRIBUTION      100%      5611.65 per ps period      Prevent     Dolar      105      Back      Contrue

If you are logging in because you had previously registered, it will open up to your dashboard. In the dashboard, you can make or adjust your monthly payroll deduction simply by pulling the slide bar to the right to increase your payroll deduction or to the left to reduce your payroll deduction.



Take a loan

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