Easy access to your account

First-Time Users
- Go to divinvest.com
- Follow the instructions to establish a password and access your account

Frequent Users
- Go to divinvest.com
- Enter your Customer ID and password
- View your Retirement Profile and Retirement Outlook

Enroll in the Plan
- From the welcome page, select “New to the plan?”
- Enter your information
  Confirmation mailed the following business day.

Change Contribution Amount
- From the main menu, select “Transactions”
- Select “Deferral/Payroll Deduction”
- Enter updates
  Confirmation mailed the following business day.

Review Plan Information
- From the main menu, select “Account Information”
- Select “About the Plan”

Check Account Balance
- From the account overview screen, select “Account Balance” or “Account Activity” tabs
- For details, select “Account Information” and then “Account Balance”

Change Investment Allocation (new contributions)
- From the main menu, select “Transactions”
- Select “Allocations”
- Enter updates
  Confirmation mailed the following business day.

Customer Service
- From the main menu, select “Help” (upper right corner)

Review Investment Performance
- From the main menu, select “Account History”
- Select “Fund Information”

Transfer Between Investment Options (existing assets)
- From the main menu, select “Transactions”
- Select “Fund Transfers”
- Enter updates
  Confirmation mailed the following business day.

Designate Beneficiary
- From the main menu, select “Account Information”
- Select “Beneficiary Information”
- Select “Change/Add Beneficiaries”
- Complete the form and click “Submit”
  Confirmation mailed the following business day.
First-Time Callers
• Call 800-755-5801
• Enter your Social Security number
• Follow the prompts for creating your Personal Identification Number (PIN)

Frequent Users
• Call 800-755-5801
• Enter or say your Social Security number
• Choose the account you wish to access
• Enter or say your PIN

Enroll in the Plan
• Say “Allocation”
• State the percentage you wish to invest in each fund
• Say “Deferral”
• State the appropriate percentage/amount
  Confirmation mailed the following business day.

Change Contribution Amount
• Say “Change my account”
• Say “Deferral amount”
• Provide updates to contribution amount
  Confirmation mailed the following business day.

Review Plan Information
• Say “Speak to a counselor”
• Counselor will review specific plan information

Check Account Balance
• Account balance automatically offered
• For account balance by fund, say “Account information,” then “Balances”

Change Investment Allocation
(new contributions)
• Say “Change my account”
• Say “Future allocation”
• Provide updates to investment allocation
  Confirmation mailed the following business day.

Customer Service
• Say “Speak to a counselor”

Review Investment Performance
• Say “Hear account information”
• Say “Fund information,” then “Performance”

Transfer Between Investment Options
(existing assets)
• Say “Change my account”
• Say “Transfer current assets”
• Provide transfer information
  Confirmation mailed the following business day.