

ONLINE

CCOERA has gone digital!

Your quarterly statements have gone digital! Beginning in the quarter ending 9/30/2017, your paper statements and confirmation documents will be replaced with online documents. You may update your preferences to paper delivery or request a printed copy be mailed to you at no charge.

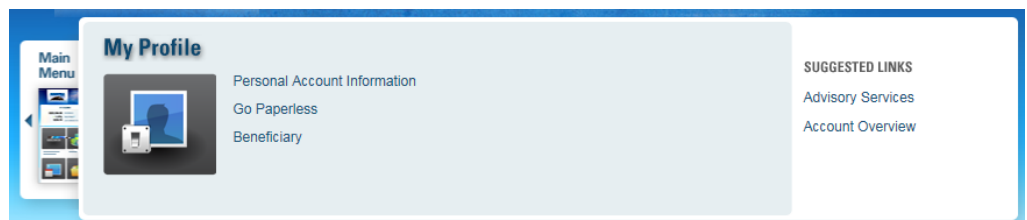
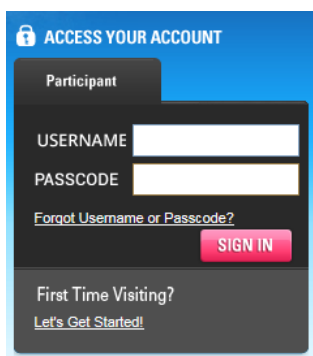
Why is this good news for you?

- Electronic statements are available sooner than printed versions
- Account information is accessible anywhere electronically
- Less wasted paper is much more environmentally friendly

If you haven't established your online CCOERA account yet, easy setup instructions are on the following page. If you have an online account but you don't have an email address on file, and you want to receive notifications when your future statements are available, you can log in to your account and add an email address to your profile.

How to update your profile:

- Log in to your CCOERA account at www.ccoera.org / *Access Your Account*
- Go to *My Profile* and click *Go Paperless*
- Add an email address and select your communications preferences
- To receive paper statements, uncheck "Yes" under *Personal Account Information*



If you have any questions or need assistance making changes, call CCOERA at **1-800-352-0313** or email contactus@ccoera.org.

How to set up your online CCOERA account at www.ccoera.org:

Your plan website makes it easy to manage your account online, learn about saving and investing, and track your progress toward your retirement goals.

To access your account online for the first time, visit www.ccoera.org, select *Access Your Account* and click *Let's Get Started*. The website will guide you through the account registration process.

You will need the following personal information:

- Social Security number
- ZIP code
- Last name
- Date of birth
- Numeric portion of your home address

Most frequently accessed information:



My Account:

Get an overview of your account, investment allocation, and how much you are saving. You can also access your online statements for any time frame specified.



Investments:

Learn more about the options in your plan, including access to investment overviews and fund performance.



Transactions:

Visit this menu option to transfer among investment options, or change your future investments.



My Profile:

Update your account information, your statement preferences, or your beneficiary designation(s).

How to navigate the website

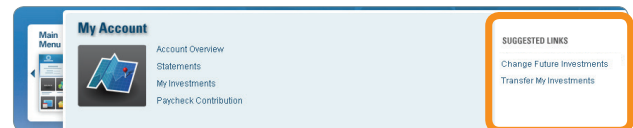
Once logged in to your account, the website provides a personalized account view and suggests steps that can be taken to reach your retirement income goals.

Following are some highlights:

At-a-glance: Each time you log in you will immediately see your progress toward your savings goal—how much has been saved, your rate of return, and the amount of your last contribution.



Suggested links: Each visited page features suggested links for next steps you may want to consider, based on the content of the current page.



Remember to log out when you leave the website to protect the security of your personal information!
If you have any questions, call CCOERA at 1-800-352-0313 or email contactus@ccoera.org.

