



HOW TO LOG IN AS A PLAN SPONSOR

1. LOGGING IN TO THE PLAN SPONSOR PORTAL

Steps to log in:

1. Use the specific Plan Sponsor access link provided to you.
2. Enter your provided username (this will remain the same).
3. Enter your temporary password.
4. Click the **Login** button.

New User

your PLAN ACCESS

Sponsor Login

Username *

megan_wea2

Password *

[Forgot User ID or Password?](#)

Note: The password is case sensitive. If you fail to login three consecutive times your account could be disabled.

LOGIN

[Go to yourMONEY™ login for members](#)

2. CREATING A NEW PASSWORD

Password requirements:

- Must be a minimum of 14 characters with at least one number and one special character.
- We recommend using Google Chrome for the best experience.

Steps to update your password:

1. When prompted, enter your temporary password in the **Old Password** field.
2. Type your new password in the **New Password** field and confirm it.
 - *Tip: Draft your new password in a program like Word or Notepad to avoid errors since the portal masks your input for security.*
3. Click **Submit**.
4. A confirmation message will appear indicating your password change was successful.
5. Save your updated login information in a secure place.

Enter old password

Enter new password

SUBMIT

✓ Password change complete

3. ACCESSING PLAN INFORMATION

Steps to select a plan:

- Click **Plan Selection** on the portal menu.
- Choose the relevant plan from the list.
- You will be directed to the **Plan Summary Page**.

Dashboard EE Search Payroll

Plan Selection

Employer	Plan Name
WEA Member Benefits TEST ER	WEA Member Benefits 403(b) DEMO Plan

Summary

Plan year: 01/01/2020 - 12/31/2020

Top heavy this year: This plan is not top heavy for the current plan year

Payroll supported: Monthly

Plan Summary

Plan balance: \$405,511.70

Balance by investment: \$405,511.70

Unassigned Target Retirement DR: \$100,000.00

2 Year Prior Month Month End: \$305,511.70

