Navigating Direct Access
Touchstone Investments®
DISTINCTIVELY ACTIVE

Through Direct Access

Here are some easy to follow steps for securely accessing your personal retirement account information online. The screen illustrations on the right are provided for further guidance – if you are a New User simply refer to the **black arrow** (➡) or the **blue arrow** (➡) if you are an Existing User.

Getting Started

▸ Log onto **https://forms.usicg.com/touchstone/**

▸ Click on the **403(b) Participants** button
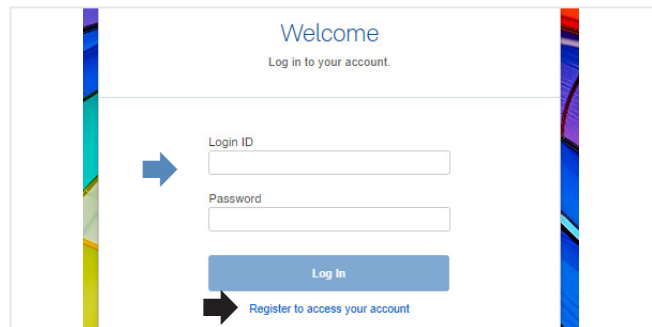
New User *(First time logging into your account online)*

▸ Under **New Registration** select "Click here to open the Welcome screen."

▸ On the Welcome screen, click **Register to access your account** under the Log In button

▸ On the Let's get started screen, confirm that you have the information needed to register then click **Start Registration**

▸ Follow prompts to enter as much data as you can, including at least one-text enabled phone number or email address on file to receive the security code and finalize the registration

Existing User *(Previously logged into your account online)*

▸ Under **Participant Login** select "Click here to access your account and quarterly statements"

▸ Enter **Login ID** and **Password** and the click Log In

▸ Enter security code send by system then click **Continue**

Welcome!

You have successfully logged in to your account.

Cutoff Time for Fund Transfer Request

The cutoff time for fund transfer requests is 4:00 pm ET on a regular business day. All requests received prior to the trade cutoff will be initiated on the same business day. Any requests received after the trade cutoff, or on a day the New York Stock Exchange is closed, will be initiated the following business day.

Need Assistance?

Call the Touchstone Investments Service Center at (866) 305-8846 and enter code "241"

Monday - Friday (8 a.m. - 5 p.m. ET).