

# Participant Online Enrollment Guide

Enter the following website address: [participant.johnsonfinancialgroup.com](http://participant.johnsonfinancialgroup.com)

- For the first time default log in, use the following credentials:

- Username: **Full SSN without dashes**
- Password: **Last four of SSN**



USERNAME

PASSWORD

[Forgot password?](#)

- Click **Sign In**
- **Verify Information**

- **LAST NAME**
- **SSN (only the digits)**
- **BIRTHDATE**

**Verify Information**

This information will allow us to verify your account.

LAST NAME  
  
Please provide Last Name.

SSN

BIRTHDATE

- Click **Submit**

**Let's get some information**

Please enter your current mobile phone number.

We require your mobile phone number to help keep your account secure. Message and data rates may apply. If you prefer not to use your mobile phone number you can click the "Prefer an alternate method?" link.

MOBILE PHONE  
  
Please provide Mobile Phone.

[Prefer an alternate method?](#)

- Enter a phone number that you can receive SMS text messages to
- Click **Submit**

- Click **Send Code** to initiate an automated text to your mobile phone that contains a 6-digit security code

## Multi Factor Authentication

We will send a security code to your mobile device.

[▶ Learn more about multi-factor authentication](#)

A code will be sent via SMS to your phone at (8\*\*) \*\*\*-\*\*62

- Enter the security code from the text

## Verify Security Code

Please enter the code that was sent to your device. This code will be delivered to you based on your chosen delivery method. It will be sent either by text message, email or by using your third-party authenticator app.

CODE  
  
Please provide Code.

Remember this device?

- Click **Submit**

- Create a username and password

- The username cannot be your SSN
- The username must be between 6 and 12 alphanumeric characters
- The username cannot contain a portion of your password
- The current password is the last four of your SSN
- The password cannot be any portion of you SSN

NEW USERNAME  
  
Please provide New Username.

Submit

CURRENT PASSWORD  
  
Please provide Current Password.

NEW PASSWORD

CONFIRM NEW PASSWORD

Your new password must be at least 8 characters long and contain one uppercase letter, one lowercase letter, and at least one number (0-9).

Submit

- Provide an email address
- This will be used as an alternative way to receive the verification code

EMAIL ADDRESS  
  
Please provide Email Address.

Submit

## Thank you

You should receive an email with a link to confirm your address.

- The email does not need to be verified right away
- Select **Continue** to move forward

Continue

- **Edit Personal Information** screen

- Select **Security Question**
- Select and answer 4 different questions
- Click **NEXT**

Security Question

Security question 1 *	Answer 1 *
Click Drop Down to Select Question	<input type="text"/>
Security question 2 *	Answer 2 *
Click Drop Down to Select Question	<input type="text"/>
Security question 3 *	Answer 3 *
Click Drop Down to Select Question	<input type="text"/>
Security question 4 *	Answer 4 *
Click Drop Down to Select Question	<input type="text"/>

RESET NEXT

You should then have access to your account. If you experience any errors, or have any questions, please contact Retirement Services at 888-755-3039. Our hours are Monday-Friday, 8am-8pm EST.