

Activation/Enrollment Guide

1. Go to <http://retirementnq.prudential.com>.

EXISTING PARTICIPANTS:

- Enter your **Username** and **Password**
- Click [SIGN IN](#)

2. To Read more about the Plan or to access Tools

- On the navigation bar, click [PLAN INFO](#) or [TOOLS](#)
- When you are ready to enroll, click [ENROLL NOW](#)

3. Begin Enrolling

- Click [ENROLL NOW](#)
- A new window will open; select “Yes”
- Click [NEXT](#)

4. Make Your Elections

- After completing each page, click [NEXT](#) to get to the next step. When you have made all your elections, you will end up on the Summary page where you can complete enrollment.
- Review your elections. To make changes to your elections, click the Add/change link in each section.

5. Click [COMPLETE ENROLLMENT](#)

- *Within 24 hours, you should receive an email confirming your elections; if you don't – please call us at the number below*

NEW PARTICIPANTS:

- Select the Click here to set up your online access link
- Enter your Plan ID: **32694**; then click [NEXT](#)

Create an easy-to-remember Username and Password. You will need them each time you access your balance. For detailed requirements, move your mouse over the question mark icon to view a detailed explanation.

Fill in the fields requested, including:

- Unique Identifier: *Social Security Number*
- Date of Birth: *Entered in month-day-year format as MM/DD/YYYY*
- Username: *6 or more characters, including at least one letter*
- Password: *8 or more characters, starting with a letter and including at least one number*

Review the Terms & Conditions for using the website; then check the I Agree box and click [SUBMIT](#)

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