## How to Sign up for 457 or Roth 457 with CMS (Empower)

- 1. Visit the Empower Website: <u>https://myillinoisdcplan.empower-</u> retirement.com/participant/#/login?accu=Illinois
- 2. If this is your first time visiting this site, Click Register.

- 3. Make sure you are under the "I Do Not Have a PIN" tab and enter your personal information and submit.
- 4. You'll then be prompted to create your username and password.
- 5. Finally, the system will use two-factor authentication and either text, email, or call you with a verification code.
- 6. Ironically, you'll then be prompted to verify your email/phone number.
- 7. From here, you'll now have full access to your account and can manage your contributions or view your account details.
- 8. Please note, any contribution changes are reported to payroll the following Friday so please be aware of this, as well as, payroll cutoff and plan accordingly.