

# 10 EASY STEPS TO ENROLL IN YOUR ONLINE ACCOUNT



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The enrollment process is designed to be both easy to understand and efficient. However, if you have any questions during the enrollment process, please contact the Call Center at **877-535-4419** or **support@newportgroup.com**

## STEP 1

Go to: [www.burkegroup.com](http://www.burkegroup.com)  
Select "Plan Participant" under Access My Account

## STEP 2

On the Plan Participants page, Enter your SSN as your Username and Date of Birth (MMDDYYYY) as your Password

## STEP 3

Accept the Enrollment Terms and Conditions

## STEP 4

Enter your E-mail Address, Username, Password and answer the security questions

## STEP 5

Click "Select & Continue" under Standard Enrollment

## STEP 6

Take risk questionnaire and complete "My Forecast"

## STEP 7

Choose your contribution rate under "My Contributions"

## STEP 8

Choose your Investment Elections.

## STEP 9

Confirm that your information is correct

## STEP 10

Review summary and click **Complete Enrollment.**

**CONGRATULATIONS! YOU ARE NOW ENROLLED AND READY TO START MANAGING YOUR ACCOUNT ONLINE!**