Navigating Through Web Access

Here are some easy-to-follow steps for securely accessing your personal retirement account information online. The screen illustrations on the right provide guidance and correspond with the numbered steps below.

**New User**
(First time logging into your account)
- Go to [www.calvert.com/dartmouth](http://www.calvert.com/dartmouth)
- Click the link to Access Your Account, located under Online Services in the center of the screen ①
- On the Login screen, click First Time User Registration from the Customer Service menu ②
- Enter your Registration ID – Your Registration ID is your Social Security Number with hyphens (xxx-xx-xxxx) and click Continue
  Note: Once you have created your User ID in the step below, you will never again be asked to enter your Social Security Number.
- Enter your Birth Date with slashes (mm/dd/yyyy) and click Continue
- Establish your User ID and alphanumeric Password
  - User IDs must be at least 8 characters in length. This will be your unique ID to access your account and cannot be changed.
  - Passwords must be at least 8 characters in length, must contain letters and numbers, cannot be your social security number, and are case-sensitive.
- Set up your security profile
  - Provide a valid email address. This will not be shared with anyone else.
  - Choose and answer 4 security questions. Answers to these questions are case-sensitive and will be used in the event that you forget your password and need to reset your account.

**Existing User**
(Previously registered and logged into your account)
- Go to [www.calvert.com/dartmouth](http://www.calvert.com/dartmouth)
- Click the link to Access Your Account ①
- Enter your User ID and Password, then click Login ②
- Need Help?
  - Reset your Password ②
    - Click Reset Password in the Customer Service menu
  - Forgot your User ID?
    - Call the Calvert USICG Participant Customer Service Center toll-free at (866) 305-8846, plan code 272. Available Monday – Friday from 8 am to 5 pm ET.

**Personalized Account Dashboard**
The first time you access your account, you will be asked a short series of Retirement Planning Questions. Your answers will be used to personalize your online experience. You can further customize the layout of the main page of your account, or dashboard, by clicking the Customization Wizard on the upper right side of the dashboard at any time.