

STEPS NECESSARY TO LOG INTO ART

If you are logging in to view a Demonstration of this website, please skip to Step 5.

1. To begin, click in the text box next to **UserID:**
 - a. Please enter your unique UserID, or if this is your first time logging into the system, please enter your *Social Security Number*. Do not enter dashes, slashes or spaces.
 - i. *Anytime your UserID is reset, or the first time you login, your default UserID will be your Social Security Number.*
 - ii. *This information is encrypted and is not shared with any third party. Your personal information is private and secure.*
2. Next, click in the text box next to **Password:**
 - a. Please enter your unique Password, or if this is your first time logging into the system, your password is your *Date of Birth*. The format for inputting the *Date of Birth* should be *MMDDYYYY*.
 - i. *Anytime your Password is reset, or the first time you login, your default Password will be your Date of Birth.*
 - ii. *This information is encrypted and is not shared with any third party. Your personal information is private and secure.*
3. Next, if you are a Participant, click the button labeled **“Participant.”**
 - a. This button will only log you in as a Participant if you are a Participant. If you are a plan sponsor or are logging in to view the demonstration, this button will reject your UserID and Password.
4. Next, if you are a Plan Sponsor, click the button labeled **“Sponsor.”**
 - a. This button will only log you in as a Plan Sponsor if you are a Plan Sponsor. If you are a Participant or are logging in to view the demonstration, this button will reject your UserID and Password.
5. To view a Demonstration of this website, click on the button labeled **“Demonstration Login.”**
 - a. This button will automatically log you into the “demo” user. UserID and Password are automatically generated for you upon clicking the button.
 - i. *You will not need to enter any information in order to log into the Demonstration. Simply click the button labeled “Demonstration Login.”*

There are several Links codes to denote:

-Forgot UserID or Password?: This hyper-link will take you to a page where you can input your *Social Security Number*, verify a user created “Alternate Verification Question” and reset your password. This option is only available to you if you have created your “Alternate Verification Question.”

-Problems Viewing this Site?: This hyper-link will take you to a page where you can view your *Browser Compatibility* to determine if your Internet Browser is compatible with this website.