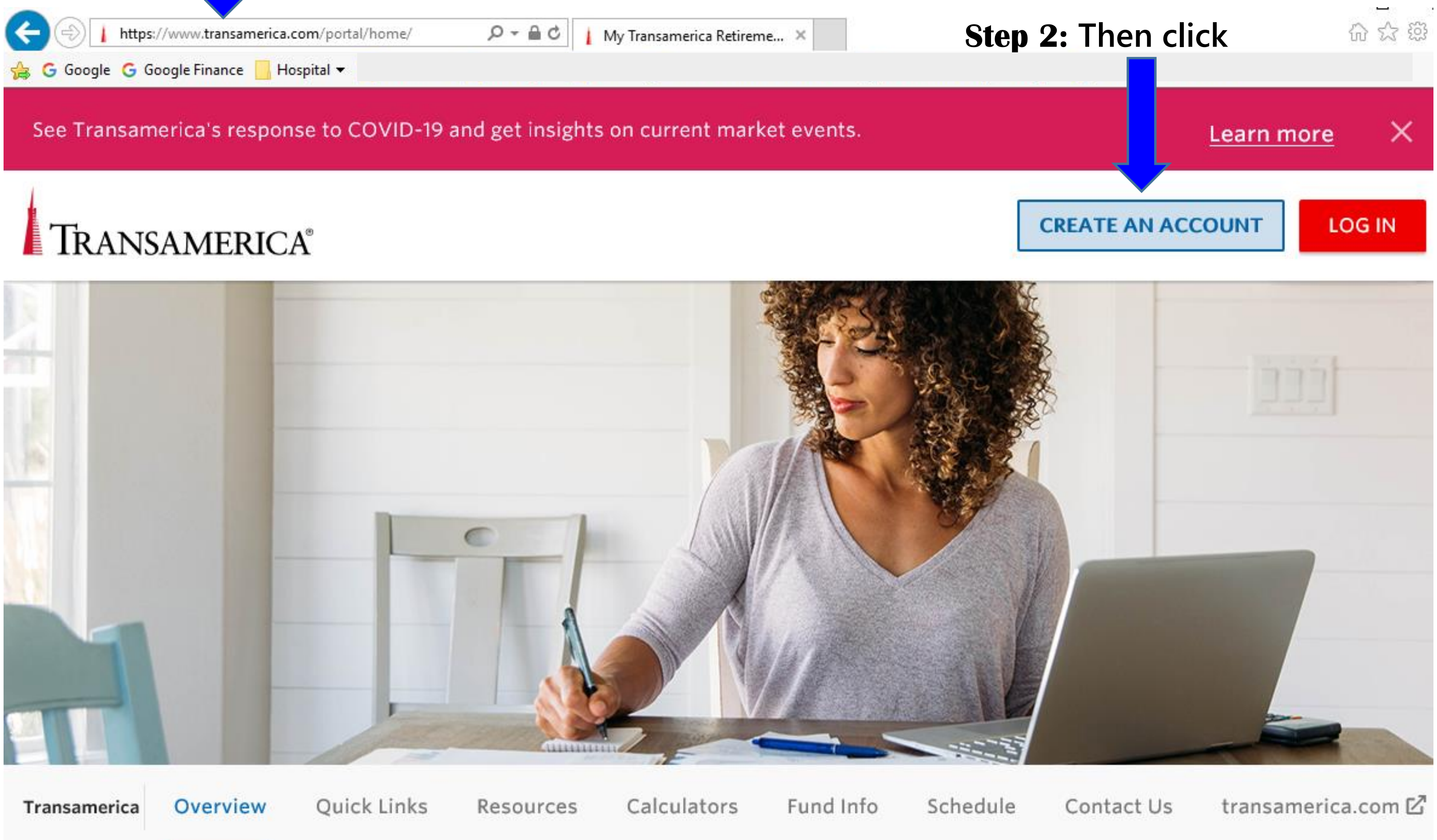
How to register for online access to your Transamerica 403(b) retirement account

TIP: This should not be done from a mobile device and – if possible – not from a Saratoga Hospital workstation.

Step 1: From a personal computer, any time after your first paycheck…

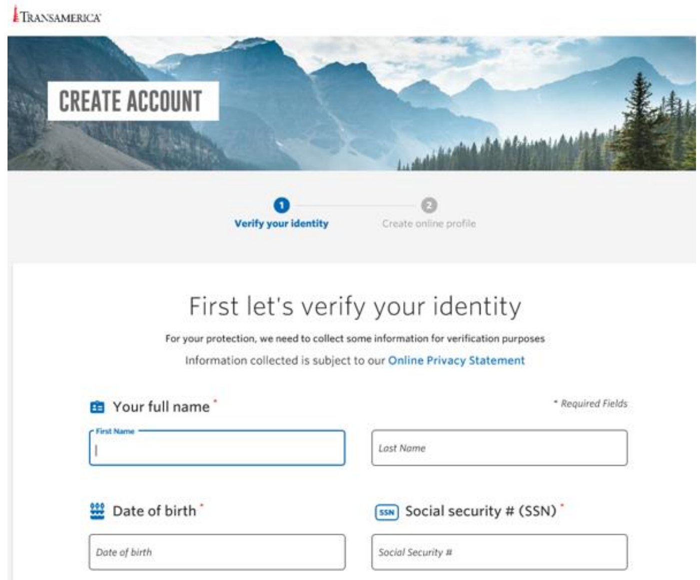
Enter **www.transamerica.com/portal/home** into your internet browser…

Step 2: Then click



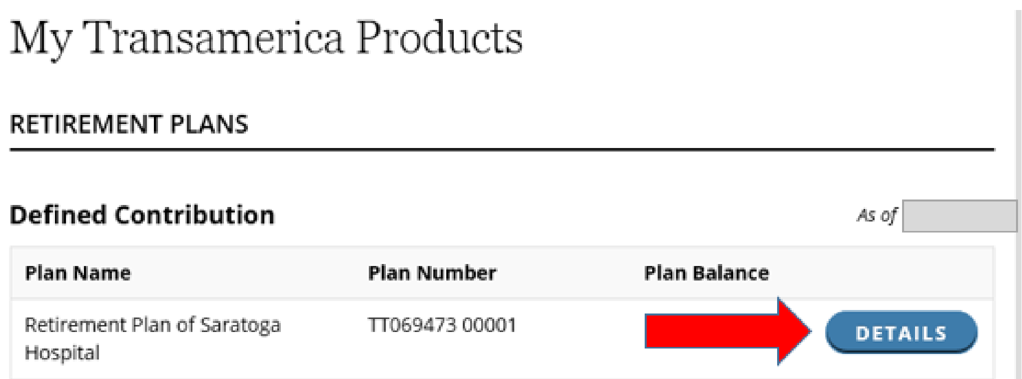
Flip over for more

Step 3: You will be asked to provide personal information, including your Social Security Number…



Step 4: … and on the next page to create a Username & password. You will also be asked to answer questions based on information from your credit report(s) – that only you should know – to help establish your identity.

Step 5: You have not completed account registration until you reach this screen



Click the blue DETAILS button to proceed to your account homepage.

While logged in, consider…

1) Setting your contribution rate and/or type
2) Designating your beneficiary(s)
3) Reviewing your e-document settings to ensure you receive statements via mail/email as preferred