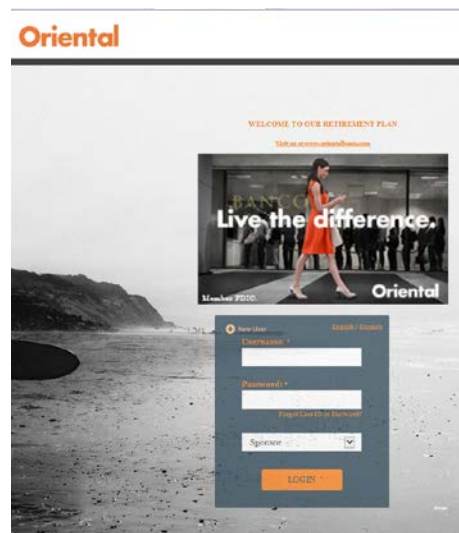


## Login - Participant

1. To start the login process please go to [www.orientalpc.com](http://www.orientalpc.com) and click on “Account Login”



2. You will be directed to the sign on screen. You will need to enter your username, your password, and select “Participant” from the “Select Role” a drop down menu.



**FIRST TIME USERS** - Your username will be your Social Security Number without any dashes. Your password will be the last four (4) digits of your Social Security Number. Select “Participant” from the “Select Role” drop down menu. At your first login you will be asked to:

- set up four (4) security questions
- choose a new username
- choose a password

# WEBSITE HELP GUIDE

## ACCOUNT LOGIN – PLAN PARTICIPANT



**CURRENT USERS** - If you have logged in before, please refer to your established username and password. Enter your username, password, and select "Participant" from the "Select Role" drop down menu. Click "Login".

3. If you do not remember your Username or Password and you attempt to login using the incorrect information your account will be disabled after the third unsuccessful attempt.  
To reset your password you can click on the **Forgot Password** and follow the instructions. Alternatively, you may send an email to [webadmin@orientalpc.com](mailto:webadmin@orientalpc.com) with the subject line "Reset My Password". In the body of the email please provide your full name, the last 4 digits of your Social Security number, and the company or plan name. Your password will be reset.  
You may also contact your company's Human Resources Department or your authorized Plan Representative for help in resetting your password.