VANGUARD RETIREMENT PLAN
ENROLLMENT INSTRUCTIONS

The first step in creating your account is to apply online. The second step is to register your account and continue the enrollment process. Please follow the steps below to complete your enrollment. We have attached additional information about your new 403(b) plan as well. This includes a brochure, investment options, account fees and an enrollment User Guide.

Step 1: ***Submitting Your Application***. Click on the following link to begin your online application: https://my.vanguardplan.com/common/registration/vanguard

- Locate your employer by using the search bar under *Please select your employer.* You may search by the plan ID (434843) or the name of your employer (NEW MEXICO CONSORTIUM).
- Enter your personal information, then review for accuracy.
- Once you submit your online application, please wait 3-5 business days to receive an email confirming your account has been established.
- After receiving the confirmation email, you will visit the second link and register for online access.

Step 2: ***Registering Your Account***. Click on the link to begin registering your account: https://investor.vanguard.com/home

- After you enter your personal information, you will then be prompted to create a username and password, please make note of this. After that, you will set up your security questions in case you forget your login credentials.
- Once the registration is submitted you may log into your Vanguard account and continue enrolling into your plan. Enrollment includes, adding beneficiaries, deciding where you would like future elections to be invested, getting familiar with your online account.

Step 3: ***Set up Salary Deferrals***. To fund your account, you will need to establish automatic contributions through your employer or third-party administrator.

Please do not hesitate to call us (VANGUARD) at (800) 569-4903 between the hours of 8am- and 8pm EST if you have any questions or concerns.

More information can be found, including a brochure, investment options, account fees and a user guide, by going to the NMC benefits website:
https://newmexicoconsortium.org/inside-nmc/nmc-employee-benefits/
and looking under RETIREMENT PLAN. **Password: nmcHR**