MissionSquare
RETIREMENT

How to Set Up Online Access

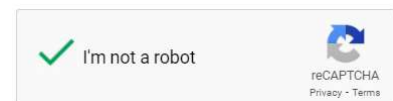Your guide for setting up online access to your retirement account.

1   Go to https://retirement.financialtrans.com/msq/

2   On the landing page, go to Need Access? Start here.

3   Click **Start here**.

4   Enter your **Social Security Number** and **Date of Birth** without dashes or slashes.

5   Click **Submit**.

6   **Check the box** to accept the Terms and Conditions.

7   **Check the box** next to I'm not a robot.

8   Click **Accept.**

9 Respond to all prompts and click **Verify** until a green check mark appears next to **I'm not a robot**.

10 Create your **New User ID.**

- Note that it must be at least **8 characters long** and can't contain **@**.

11 Create your **New Password** and **reenter** it to confirm.

- Note that it must be at least **10 characters long** and contain at least **2 letters**, **2 numbers**, and **2 special characters**.

12 Click **Continue**.

13 Select a delivery method for your Security Code:

a. For **Mobile**, enter your mobile number. **Check the box** to accept the Terms and Conditions. Then click **Add Contact Method**.

b. For **Email**, enter your email address. Then click **Add Contact Method**.

14   Enter the **Security Code** you received by text or email.

15   Click **Submit Security Code**.

16   Click **Log In.**