



Access Your 401(k) Online @ www.FFH401k.com

Instructions for Downloading Forms and Documents

- Click on **Login** at the upper right of website
- Select **+My 401(k) Account** and click on your plan
- Choose the form or document you need. A copy will download to your computer.

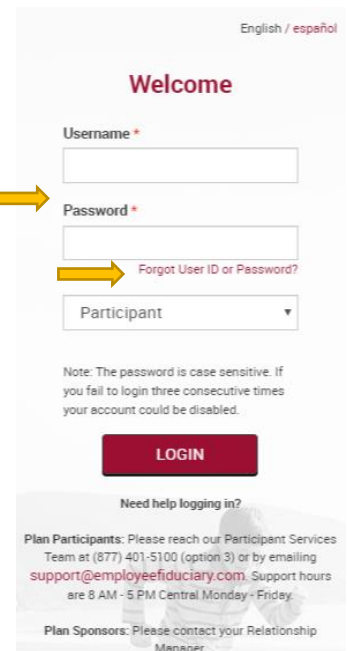
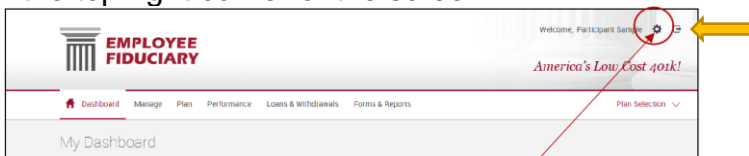


View Your 401(k) Account Online

- Select **401(k) Login** at the bottom of the list. This will open the login screen for the 401(k) portal.

The First Time You Log In

- When logging in for the first time enter the following information:
 - **Username** = Your First Initial + DOB (mmdd) + Last 4 digits of SSN (example: J07048866)
 - **Password** = Last 4 digits of SSN
 - If you have an email address or cell-phone number on file you will be prompted to select a delivery method for your one-time PIN.
- You can change your password after you log in by clicking the gear icon in the top right corner of the screen.



Forgot Your Username or Password??

- If you've logged in before but forgot your Username or Password, click on **Forgot User ID or Password** and follow the prompts.
 - Your email must be in the system for this feature to work.