



Resetting Plan Participant 401k Easy Login Password

We are providing these instructions because you indicated that you are not able to login to your 401k Easy account, possibly because of a password-related issue. Please note that for security reasons and to protect your 401k, we do not allow employee-participants to reset their own passwords. Only the company's 401k Easy Plan Sponsor can reset an employee-participant's password, from the Plan Sponsor Gateway.

Please provide these step-by-step instructions to your company's Plan Sponsor. Once the Plan Provider has clicked the "Reset Password" control, the temporary password will default the last 4 digits of the employee-participant's Social Security Number.

Note: Make sure that you are in the homepage of the Plan Sponsor Gateway.

[Home](#)[Setup](#)[Email](#)

Welcome: Jonathan Donnell
Company: Amber Industries, Inc.
Tue Jan 30 18:16:42 PST 2018

[Log Out](#)

Plan Summary ?

PLAN NAME	STATUS	ELIGIBLE	ENROLLED	TOTAL
Amber Industries, Inc. 401(k) Plan DTD 01/01/1999	Active	44	37	\$2,477,733.04
Test	Active	45	0	\$0.00

Click on Setup to proceed to the next page.

erred
savings

investment
flexibility

[Home](#)[Setup](#)[Email](#)

Welcome: Jonathan Donnell
Company: Amber Industries, Inc.
Tue Jan 30 18:23:25 PST 2018

[Log Out](#)

In the Company Information page, click on Employees in the Menu.

Company Information



COMPANY	
COMPANY NAME	Amber Industries, Inc.
TAX ID NUMBER	12-3456789
CONTACT NAME	Jonathan Donnell
CONTACT POSITION	Plan Administrator
ADDRESS 1	410 City Line Avenue
ADDRESS 2	
CITY	San Jose
STATE	California
ZIP CODE	95125
TELEPHONE 1	408-555-1234
TELEPHONE 2	
FAX	408-555-4321
E-MAIL ADDRESS	JTD@amber.net
WEBSITE ADDRESS	



MENU
Divisions
Employees

[Home](#)[Setup](#)[Email](#)

Welcome: Jonathan Donnell
Company: Amber Industries, Inc.
Tue Jan 30 18:26:06 PST 2018

[Log Out](#)

Employees ?

SELECT DIVISION<All> **LAST NAME****SSN****SORT BY**Name 

<input type="checkbox"/>	NAME	SSN	TELEPHONE	DIVISION
<input type="checkbox"/>	Pardo, Owen	854-55-5596	650-256-3685	Admin
<input type="checkbox"/>	Perkins, Lori	130-65-3709	408-369-5623	Prod
<input type="checkbox"/>	Rankin, Melanie	964-20-7080	650-239-8351	Sales
<input type="checkbox"/>	Rieche, Joan	162-34-7590	408-365-9182	Admin
<input type="checkbox"/>	Roe, Kyle	153-02-9007	408-625-3695	Prod
<input type="checkbox"/>	Sallinger, Jennifer	182-09-6040	408-578-2934	Prod
<input type="checkbox"/>	Sampson, Harris	305-24-4363	650-365-2983	Sales
<input type="checkbox"/>	Sanchez, Richard	302-64-2504	408-785-1937	Admin
<input type="checkbox"/>	Serber, Jonathan	130-25-4752	650-396-7594	Admin
<input type="checkbox"/>	Steinberg, Disa	320-52-2236	650-849-6533	Prod
<input type="checkbox"/>	Taub, Charlotte	324-56-5577	408-326-2522	Admin
<input type="checkbox"/>	Turner, Lynda	120-80-6040	650-236-8695	Sales
<input type="checkbox"/>	Valendez, Geraldine	632-54-1252	408-375-9944	Prod
<input type="checkbox"/>	Weiss, Else	130-65-4757	408-369-6655	Sales
<input type="checkbox"/>	Worthington, Kathleen	775-24-1603	831-269-5599	Admin

MENU[Return](#)

In the list of Employees page, click on the name of the participant that needs the password reset.

[Home](#)[Setup](#)[Email](#)

Welcome: XXXXXXXXXX
 Company: Amber Industries, Inc.
 Wed Jan 31 11:09:10 PST 2018

[Log Out](#)

Employee Information ?

EMPLOYEE	MORE...	DIVISIONS	PLANS	MENU
EMPLOYEE USERNAME				Reset password
FIRST NAME	Kathleen			Reset PIN code
MIDDLE NAME	W			Return
LAST NAME	Worthington			
SSN	777-66-5555			
DIVISION	Administration			
PAY FREQUENCY	Weekly			
STATUS	Active			
ADDRESS 1	7690 Red Rock Road			
ADDRESS 2				
CITY	Monterey			
STATE	California			
ZIP CODE	93940			
TELEPHONE 1	888-123-4567			
TELEPHONE 2				
FAX				
E-MAIL ADDRESS				
BIRTH DATE	06/13/1953			
HIRE DATE	03/07/1998			
REHIRE DATE				
TERMINATION DATE				
DISABILITY DATE				
RETIREMENT DATE				
DEATH DATE				
<input type="button" value="SAVE"/>				

Click on Reset Password and the password will be automatically default to the last 4 digits of their SSN. When the employee logs in, he or she will be prompted to create a new password.