

Participant Statement Lookup

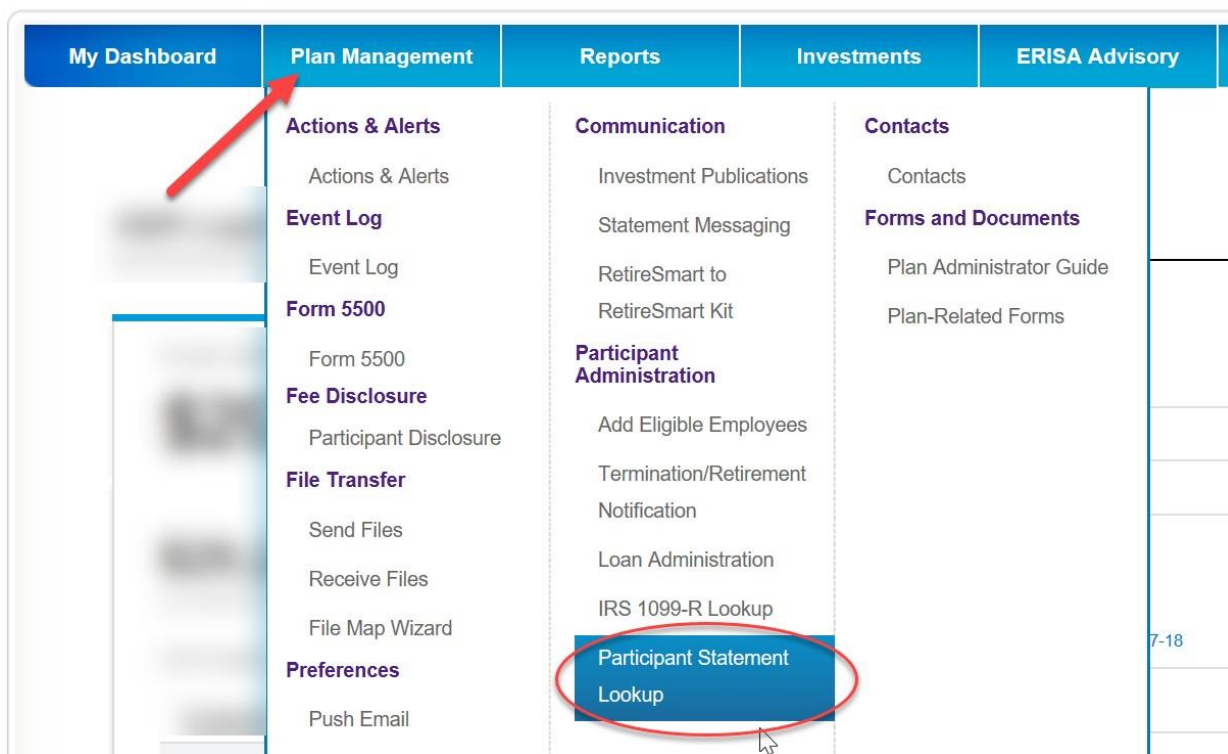
For use with the Total Retirement Center (TRC)

About the Participant Statement Lookup Process

This resource provides the steps to locate a participant statement.

How to Locate a Participant Statement

1. Hover over the **Plan Management** tab and select **Participant Statement Lookup** from the dropdown menu.



2. Enter the participant's **Social Security Number** or **Last Name** and click **Submit**.

Participant Statements



Search for Participant Statement(s).

Enter SSN or Last Name:













Submit

3. Once the screen loads you will be able to see the statements that have been issued for the participant.

 **Current Retirement Statement (1/1/2018 - 3/31/2018)**

Past Retirement Statements

To view, select from the list below.

Name	Created
 10/1/2017 - 12/31/2017	1/12/2018 4:59:11 AM
 7/1/2017 - 9/30/2017	10/12/2017 2:57:50 AM
 4/1/2017 - 6/30/2017	7/11/2017 5:30:16 PM
 1/1/2017 - 3/31/2017	4/11/2017 11:56:44 AM
 10/1/2016 - 12/31/2016	1/10/2017 2:54:22 PM
 7/1/2016 - 9/30/2016	10/13/2016 9:53:58 PM
 4/1/2016 - 6/30/2016	7/10/2016 3:01:29 PM
 1/1/2016 - 3/31/2016	4/7/2016 1:38:33 PM
 10/1/2015 - 12/31/2015	1/11/2016 1:55:06 PM
 7/1/2015 - 9/30/2015	10/10/2015 5:51:07 PM
 4/1/2015 - 6/30/2015	7/12/2015 6:55:14 AM
 2/10/2015 - 3/31/2015	4/12/2015 8:51:34 PM

4. You will need to click on the **hyperlink** for the applicable time period to access a PDF copy of the participant statement. Once the form loads, it can either be saved or printed.

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