Tennessee 401(k) and 457 Deferred Compensation Program Quick Reference Guide

The State of Tennessee 401(k) and 457 Deferred Compensation Program makes it easy to view and make changes to your account information! Once you are enrolled in the Program, you can access your account 24/7 via KeyTalk®, the automated phone system, or via the the website.

How Do I...	Website	KeyTalk	Form
Enroll in the Program			✓
Defer Longevity or Bonus Pay			✓
Change contribution amount	✓	✓	

Call KeyTalk at (800) 922-7772[1]

- To order a new Personal Identification Number (PIN) or personalize your PIN[2]
- To obtain your account balance, investment option allocations and past transactions
- To transfer among funds[1]
- To obtain daily unit/share values of your investment options
- To speak to a Retirement Plan Specialist between 8:00 a.m. and 7:00 p.m. Central Time[3]

To Access KeyTalk, the Speech-Enabled System:

- For Spanish, press 2.
- A message prompt will ask you to say or enter your **Social Security** number and **PIN.**[2] If you're calling from a rotary phone, wait on the line and the call will be answered by a Retirement Plan Specialist.

Go ahead and say it! Our system is voice-activated!

Transfers

- Rebalance
- Transfer
- Current Investments
- Current Values

Paycheck Contributions

- Hear Current Paycheck Contributions
- Change Paycheck Contributions

Loans*

- Existing Loans
- New Loan
- Payoff

Distributions

- Speak with a Representative

Future Investments

- Change Future Investments
- Hear Current Investments

More Options

- Fund Performance
- Account Balance
- Recent Activity
- Statements
- Change PIN

Representative

- Customer Service
- Local Office

* Loans are only available in the 401(k) plan.

Read on for Website Navigation >>

Visit the Website at www.treasury.tn.gov/dc and select "Great-West Access"[1]

- To order a new PIN or personalize your PIN[2]
- To view your account balance, investment allocations and past transactions
- To transfer your investments[1]
- To change future investments
- To obtain investment option information
- To use financial calculators and tools
- And for many other options

Navigate the Website Icons

My Account

- View your account balance and investment allocations.
- Look at your contribution, transfer and withdrawal history.

Investments

- **Investment Overview:** a one-page summary of each investment option
- **Investment Performance:** historical investment option performance
- **Prospectus:** detailed information about each investment option

Transactions

- Transfer your investments.
- Change your paycheck contributions.
- Use the Rebalancer and Dollar Cost Averaging tools.[4]

Account History

- Review your individual rate of return.

Advisory Services

- Determine the type of investor you are.
- Utilize the various investment advice services that are provided for each investor type.

Loans and Withdrawals*

- Use the loan calculator to determine the true cost of taking a loan from your account.
- Request a loan.

Financial Planning Tools

- Use the Calculators and Planners.

My Profile

- Update your beneficiary information.
- Elect to receive statements electronically.

Education

- Learn how to plan ahead and save and invest for your future.

**Loans available for 401(k) Plan only*

Remember to log out when you leave the website to protect the security of your personal information!

For more information, visit www.treasury.tn.gov/dc or call (800) 922-7772.[1]

1 Access to KeyTalk and the website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons. Transfer requests made via the website or KeyTalk received on business days prior to close of the New York Stock Exchange (4:00 p.m. Eastern Time or earlier on some holidays or other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of your transaction may vary depending on the investment option selected.
2 The account owner is responsible for keeping the assigned PIN confidential. Please contact Great-West Retirement Services® immediately if you suspect any unauthorized use.
3 Representatives of GWFS Equities, Inc. are not registered investment advisers, and cannot offer financial, legal or tax advice. Please consult with your financial planner, attorney and/or tax adviser as needed.
4 Dollar Cost Averaging and/or Rebalancer do not ensure a profit and do not protect against loss in declining markets. Investors should consider their financial ability to continue a dollar cost averaging plan during periods of fluctuating price levels.

GREAT-WEST FINANCIAL

Bright tomorrows begin today™

Core securities, when offered, are offered through GWFS Equities, Inc. and/or other broker dealers. GWFS Equities, Inc., Member FINRA/SIPC, is a wholly owned subsidiary of Great-West Life & Annuity Insurance Company.