RETIREMENT
PLAN CONSULTANTS LLC

Frequently Asked Questions After E-Statements Are Sent:

I'm having trouble accessing my account as a participant.
Please try clicking on the "I do not know my Username or Password" link and follow the prompts that will assist you in resetting the information so you can access your account. If you are continuing to experience issues, please contact our offices at your next earliest convenience and we will be more than happy to assist. Our Toll-Free Number is 1.877.800.1114 and our Hours of Operation are Monday - Friday 8:00 a.m. – 5:00 p.m. CST.

I need to update my address.
You can do this by logging into your account online at https://www.retirementplanconsultants.info/login. Once you are logged in, you will select "Manage Your Account" then "Edit Your Personal Information".

I need to update my name.
You will need to complete a "Personal Information Change Form". This form is available to you on your account online at https://www.retirementplanconsultants.info/login. Once you are logged in, you will select "Forms, Guides, & Documents" then "Forms and Plan Documents". Then simply click "Personal Information Change Form" to download it. There are options located at the bottom of each page of the form that you can choose from to send it back to us.

How do I close out my account?
You will need to complete a "Distribution Request Form". This form is available to you on your account online at https://www.retirementplanconsultants.info/login. Once you are logged in, you will select "Forms, Guides, & Documents" then "Forms and Plan Documents". Then simply click "Distribution Request Form" to download it. There are options located at the bottom of each page of the form that you can choose from to send it back to us.

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