FICA Alt Participant Account Information

HOW TO ACCESS YOUR ACCOUNT ONLINE:
1. Go to www.pelionbenefits.com
2. Select Login
3. Enter your social security number as the Username
4. Enter the last 4 digits of your social security as the Password
5. Select Login
At this point you will be asked to create security questions and change your username and password.

SIGN UP FOR ELECTRONIC STATEMENTS
1. Log into your account at www.pelionbenefitsinc.com
2. Click the "Gear" symbol - Select Personal Info. - Select >Email
3. Enter a Valid Email Address for your electronic statement
4. Click Submit
5. Select Forms & Reports
6. Select “I elect to only receive electronic statements that I can view online”
7. Click Submit

HOW TO WITHDRAW FROM YOUR ACCOUNT:
If you are eligible to withdraw from your account, you will need to complete and return a Distribution Election Form.

The Distribution Election Form can be found at www.pelionbenefits.com:
1. Forms Library.
2. Special Pay Participant
3. Distribution Election Form

Distribution Election Forms can be submitted by:
1. Secure Upload through our homepage at www.pelionbenefits.com
   Upload Forms, follow instructions on page 3 of the Distribution Election Form
2. Email – distributions@pelionbenefits.com
3. Mail or Fax – address/number at top of page

When using an electronic signature, you must submit your Photo ID as proof of identity.