

CMMF 403(b) PLAN  
INSTRUCTIONS ON HOW TO ACCESS YOUR PERSONAL 403(b) ACCOUNT ON-LINE

- Go to [www.bestofamerica.com](http://www.bestofamerica.com)
- Click on "Access your Account" at the top of the screen
- For first time users, click on Set Up Access
- Enter your Social Security number (without the dashes)
- Enter the plan account number (without the dashes) 54380506
- Choose your User ID and Password (Id & password should be between 8 & 20 characters)
- Enter your email address
- Answer the password verification questions
- Logon to your account
- Going forward, you will go to the website, click on "Access you Account", and enter your User ID & Password to access your account.

If at any time you need help please call Nationwide Technical Support at 1-888-867-5175 & press 5.

Once you have logged into your account there are several options at the top of the screen. Below is a brief description of what each option does.

- Role: If you have more than one plan at Nationwide this allows you to choose which plan you are accessing
- View: Allows you to view the plan by clicking the following tabs
- Account Balance: Shows current balance
  - Allocation: Shows current fund allocation
  - Transaction History: Shows last month of transactions for account/can also choose dates
  - Unit Values: Allows you to compare a unit value of fund from one day to another
  - Fixed Rates: Gives Fixed Interest Rates for current period
  - News/Planning: Retirement Planning/Education
- Profile: Allows you to change ID or Password
- Investments: Shows current investments and performances
- Transactions: Allows you to make changes to your account:
- Exchange-one time movement of money  
Example: moving \$100.00 from Janus Fund to Janus Worldwide Fund
  - Allocation- changes what funds future money will go in to
  - Restructure- rearranges your whole account but DOES NOT change what funds future contributions will go to
- \*\*Please wait until you see confirmation that change has been made before moving on**
- Contact Us: Allows you to contact Nationwide via email
- Log Off: Allows you to Log Off and Exit your account

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VIA THE 1-800 INQUIRE LINE

To access your account via the telephone, please call Nationwide's INQUIRE line at.

**1-800-772-2182**

Establishing an Account is as Easy as 1-2-3-4:

- On your first call to INQUIRE, use 1234 as your PIN.
- You will also need to know your nine-digit social security number.

Once you've established your PIN number, you are ready to access your account. The following options are available through the INQUIRE line:

- [1] [1] To hear account balances
- [1] [2] Fixed Rate Renewal
- [1] [3] To review allocations
- [1] [4] To hear transaction history
- [2] [1] To exchange funds or to restructure your account (This DOES NOT change future contributions)
- [2] [2] To change allocations (This will change where future contributions are deposited)
- [2] [4] To change your PIN
- [5] An introduction to INQUIRE
- [\*] [0] To reach a professional staff member
- [\*] [6] To return to the previous menu
- [\*] [7] To replay a prompt
- [\*] [9] To end call