



## Setting up your retirement account access

### Accessing the Retirement Benefits Website directly.

In order to maintain online access to your retirement account(s) information, you need to complete the registration process through the new Retirement Benefits website. It is the only way to ensure you have online access to your accounts. You will need to complete the following:

#### Step 1: Request a Registration Key.

- Go to <https://boeingbenefitsconnection.benefitcenter.com/opglobal>.
- Select "Register as first-time user"
- Follow the online instructions to request a Registration Key. The Registration Key will be mailed to your address of record; allow 5-7 business days for receipt.

NOTE: Registration keys expire 15 days from when the letters are dated, so take action to register immediately upon receiving yours.

#### Step 2: After receiving your Registration Key, register your account.

- Go to <https://boeingbenefitsconnection.benefitcenter.com/opglobal>.
- Select "Register as first-time user".
- Follow the online instructions to register using your Registration Key. You will create a:
  - Unique user ID and website password.
  - Logon recovery information. Your email and security questions are required to complete the logon recovery. A 10-digit mobile phone number is optional.

Device Authorization will be required each time you access Retirement Benefits from a new browser, new device and any time your web browsing history is cleared.

#### Step 3: Create a telephone password.

- After registering, log in to your account and click "Personal Information," then click "Reset Password (Telephone)."

Creating a telephone password allows you to access the Boeing Retirement Service Center by telephone. If you do not create a telephone password you will be prompted to request a Temporary Password the first time you call the Boeing Retirement Service Center. It will be mailed to your address of record. You will not have full telephonic access to your account until you receive your Temporary Password.

### Calling the Boeing Retirement Service Center directly at 833-787-2772.

You may now call the Boeing Retirement Service Center directly. A password is not required to speak with a representative. However, a telephone password is required to access your personal account information. If you do not create a telephone password online before the first time you call the Boeing Retirement Service Center, you will be prompted to request a Temporary Password and it will be mailed to your address of record. You will not have full access to your personal information until you receive the temporary password.

### Managing Your Account.

Once you've registered online or received your Temporary Password, you can manage your Boeing retirement benefits online or by phone.

- **Online:** Go to the Retirement Benefits website at <https://boeingbenefitsconnection.benefitcenter.com/opglobal>. Enter the username and website password you created during the registration process.
- **By Phone:** Call the Boeing Retirement Service Center at 1-833-787-2772. When prompted, enter the requested login credentials and your telephone password. Request “Pension” or “Savings” to be connected with a representative.

Retirement Representatives are available Monday through Friday, from 9 a.m. to 9 p.m. U.S. Eastern time (6 a.m. to 6 p.m. Pacific, 7 a.m. to 7 p.m. Mountain, 8 a.m. to 8 p.m. Central), excluding holidays. Hearing impaired callers should use the relay service offered through their telephone service provider.

### **Need to Access Health and Insurance Information or the Boeing Discount Program?**

Instructions for accessing Boeing Service Center for Health and Insurance as well as the Boeing Discount Program can be [found here](#).