

# How to access your account

The DaVita 401(k) Plan offers you an easy way to access and make changes to your account online or by telephone. This way, you can enjoy round-the-clock, secure access to your account any time, any place. This guide will show you how.



## Two ways to access your account online

<https://DaVita401k.voyaplans.com>

1. Log in to the **VillageWeb** using your DaVita login and password and search “DaVita 401k”
2. Or, visit <https://DaVita401k.voyaplans.com> and log in with your new Voya password. To access your account online for the first time, you will need your Social Security Number and Password.

## How to navigate the Home Page of the Plan website

Once logged in to your account, this guide can assist you in navigating the website.

### 1. Menu navigation, myOrangeMoney™ and message center

- See your retirement savings as potential future income
- Easy roll-over menu to navigate the website
- See important alerts and reminders
- Receive account news

### 2. Account summary

- View your account balance
- See your individual rate of return

### 3. Investment details

- View your asset allocation and balance history
- See your personal investment elections
- View current fund performance and vested balances

### 4. Action steps and education

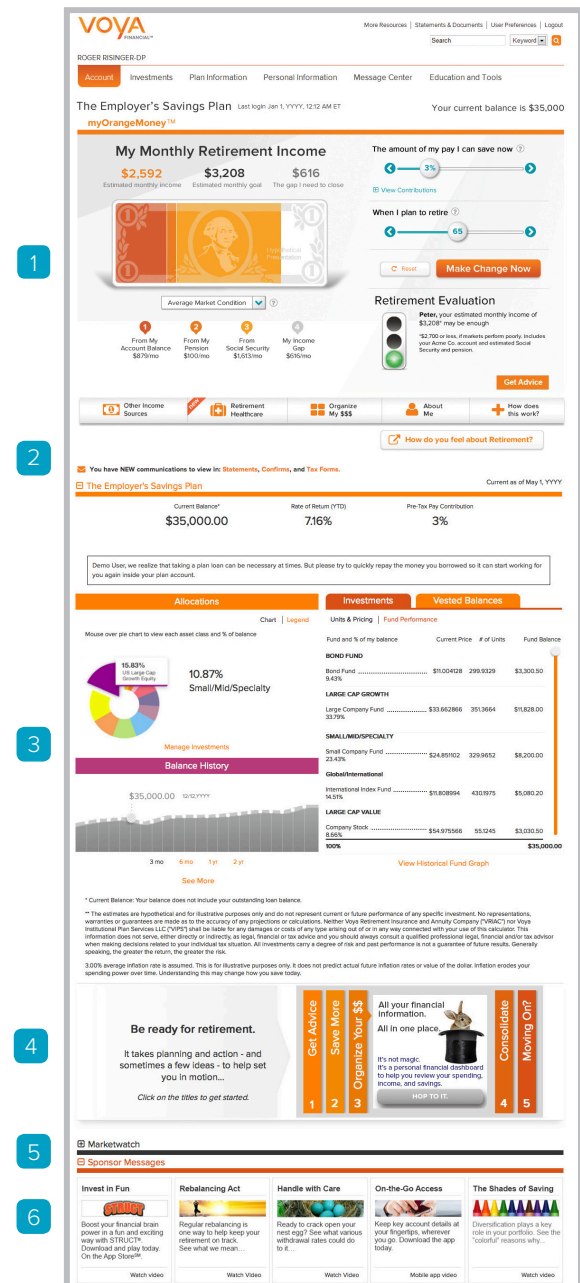
- A series of messages with actions steps, educational ideas, or both to help you financially prepare for the future and be ready for retirement

### 5. Market watch

- Personalize your own watch list of stocks and mutual funds
- Receive up-to-the-minute updates on market indexes and your watch list

### 6. Tips and tools

- Access important financial education and tools



Your account view may differ slightly.

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## How to access your account by phone

Call the Information Line at 1-844-DVA-401k (1-844-382-4015)

### 1 Automated Voice Response System

#### Press 1 to connect with the automated voice response system

To access your account by phone 24 hours a day, seven days a week, call the Information Line at **1-844-DVA-401k (1-844-382-4015)** and press 1 for the automated voice response system. You will need your Social Security Number and Password to utilize this system.

#### 1 Balance and fund prices

#### 2 Contributions and fund elections

- Future Contribution Information
- Future Contribution Fund Elections
- Account Rebalance Information

#### 3 Fund transfer and rebalance

- Reallocate fund balances
- Transfer fund balance from a specific fund
- Account Rebalance Information

#### 4 Forms and documents

#### 5 Other options

- Information about:
  - Banking
  - Withdrawals
  - Loans (if available under your plan)
  - Changing Your Password

#### \* Press \* to return to the main menu

#### 0 If you don't have your Password, press 0.

Customer Service Associates are available to assist you Monday through Friday from 8 a.m. to 8 p.m. ET.

### 0 Customer Service Associates

#### Press 0 to speak with a Customer Service Associate.

Customer Service Associates are available to assist you Monday through Friday 8 a.m. to 8 p.m. ET.

### On the go? Go mobile!

You can download the **Voya Retire** mobile application directly from the iTunes App Store or through the Android Market. You can view your account details and make transactions – all through the convenience of your smart phone.

**Keywords:** Voya Retire

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1. Log in to the **VillageWeb** using your DaVita login and password and search "DaVita 401k"
2. Or, visit <https://DaVita401k.voyaplans.com> and log in with your new Voya password



Download **Voya Retire** through the iTunes App Store or through the Android Market



Call **1-844-DVA-401k (1-844-382-4015)** to speak to a Customer Service Associate, available weekdays, from 8 a.m. to 8 p.m. ET, except on New York Stock Exchange holidays



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