A top-down view of a desk with a laptop, a pair of glasses, and a pen. The background is a solid purple color.

# How-To Guide:

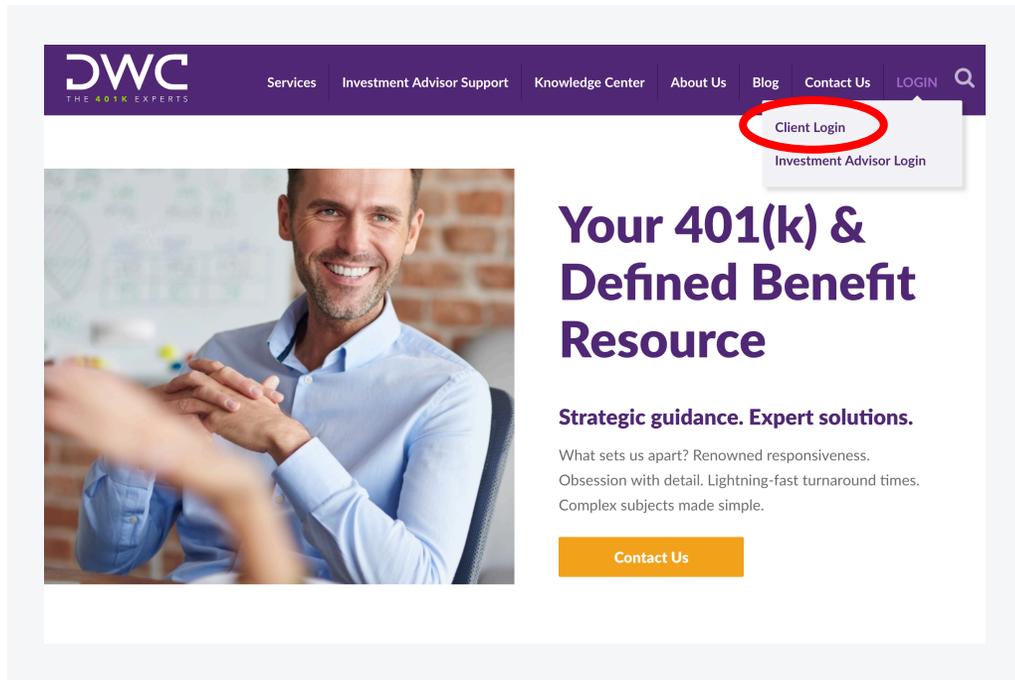
Accessing the DWC Portal for New Users

**DWC**  
THE 401K EXPERTS

# Accessing the Form 5500 Portal

**Step 1:** Visit our website at [www.dwc401k.com](http://www.dwc401k.com).

**Step 2:** Select “Client Login” from the “LOGIN” dropdown list.



The screenshot shows the DWC website header with a navigation menu. The menu items are: Services, Investment Advisor Support, Knowledge Center, About Us, Blog, Contact Us, and LOGIN. A dropdown menu is open under the LOGIN button, showing two options: Client Login and Investment Advisor Login. The Client Login option is circled in red. Below the navigation menu is a hero section with a photo of a smiling man in a blue shirt. To the right of the photo is the text: **Your 401(k) & Defined Benefit Resource**. Below this is the text: **Strategic guidance. Expert solutions.** and a paragraph: What sets us apart? Renowned responsiveness. Obsession with detail. Lightning-fast turnaround times. Complex subjects made simple. At the bottom of the hero section is a yellow button labeled Contact Us.

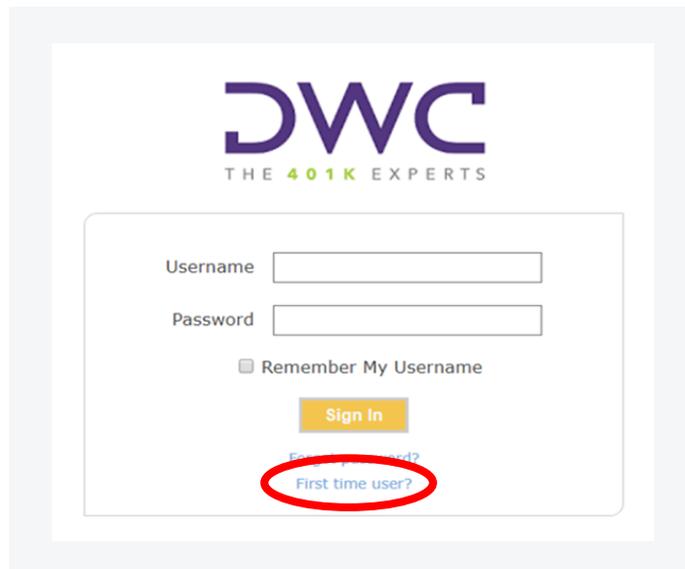


# Logging In

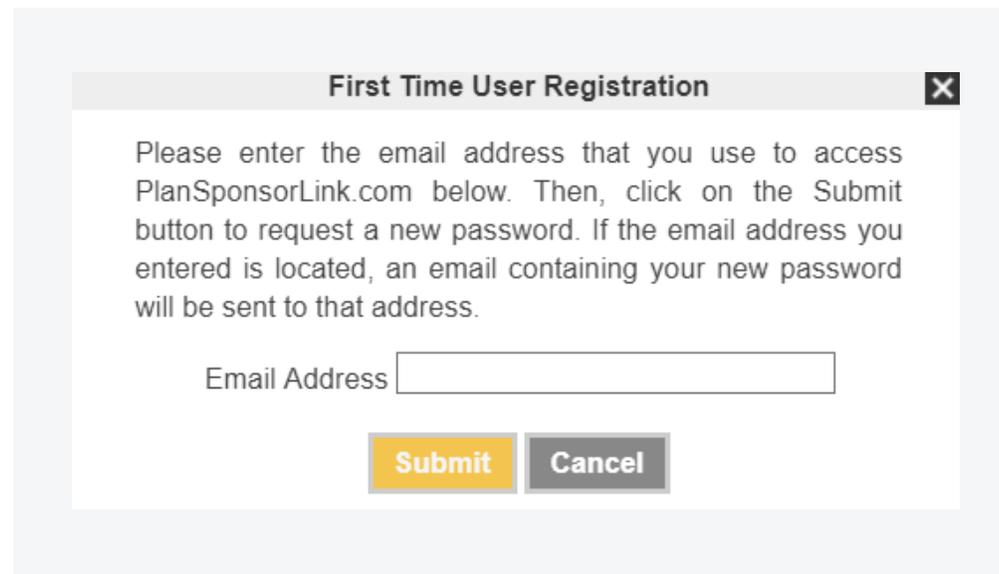
# Logging In

**Step 1:** Click “First time user?” at the bottom of the screen.

**Step 2:** Enter your email address in the box that appears and click the “Submit” button. You will receive an email with a default password.



The screenshot shows the DWK logo at the top, with the tagline 'THE 401K EXPERTS'. Below the logo is a login form with fields for 'Username' and 'Password', a 'Remember My Username' checkbox, and a 'Sign In' button. At the bottom of the form, the text 'First time user?' is circled in red.



The screenshot shows a dialog box titled 'First Time User Registration' with a close button (X) in the top right corner. The text inside the dialog reads: 'Please enter the email address that you use to access PlanSponsorLink.com below. Then, click on the Submit button to request a new password. If the email address you entered is located, an email containing your new password will be sent to that address.' Below the text is an 'Email Address' input field, and at the bottom are 'Submit' and 'Cancel' buttons.

# Logging In

**Step 3:** Check to see If the address entered matches the address DWC has on file.

## **If the address matches**

You will receive an automated email from [admin@plansponsorlink.com](mailto:admin@plansponsorlink.com), providing you with a temporary password and a link to log in to the system.

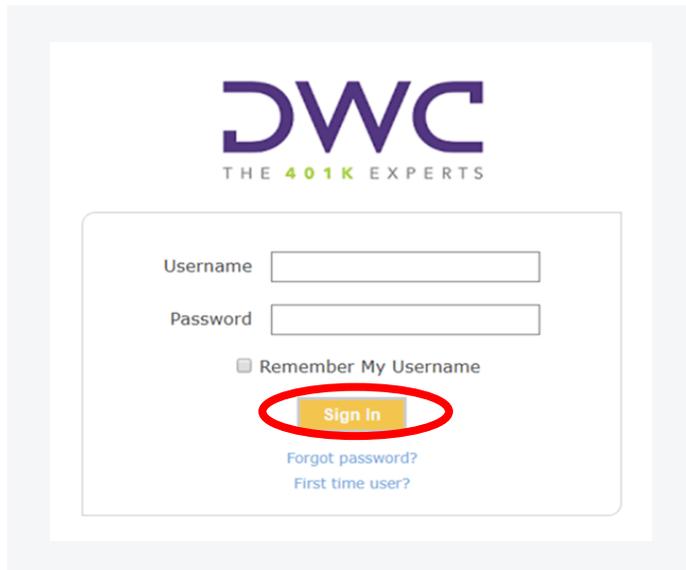
**Note:** Check your SPAM or junk email folder if you do not receive this email within a few minutes of clicking the “Submit” button.

## **If the address entered does not match**

Please contact your consultant for assistance.

# Logging In

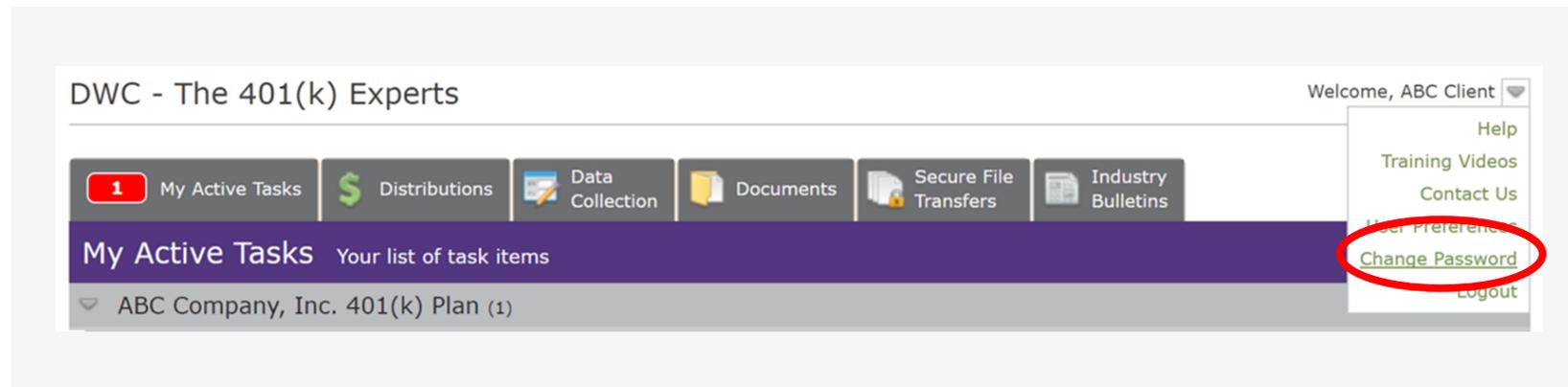
**Step 4:** Return to the main login screen, enter username/email address, your temporary password, and click the “Sign In” button.



The screenshot shows the login interface for DWG. At the top, the logo reads "DWG" in a large, bold, purple font, with "THE 401K EXPERTS" in a smaller, green font below it. The login form is enclosed in a light gray border and contains the following elements: a "Username" label followed by a text input field; a "Password" label followed by a text input field; a checkbox labeled "Remember My Username"; a yellow "Sign In" button, which is circled in red; and two blue links: "Forgot password?" and "First time user?".

# Logging In

**Step 5:** Once logged in, please click the user menu at the top right of the screen. Select “Change Password” to create your unique password for future use.





## Get in Touch

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**e:** [info@dwc401k.com](mailto:info@dwc401k.com)

[www.dwc401k.com](http://www.dwc401k.com)

**p:** 651.204.2600

[LinkedIn](#)