

# ENROLLING ONLINE IN MISSIONSQUARE PLAN (457, Traditional IRA or Roth)

**Step 1 :** Click the link to access the Plan Resource Site:

- For the 457 Plan: <https://www.msqplanservices.org/myplan/303368>
- For the Traditional IRA:  
<https://www.msqplanservices.org/myplan/701550>
- For the Roth Plan: <https://www.msqplanservices.org/myplan/705966>

**Step 2:** Select “Enroll in My Plan”

The screenshot shows the website [msqplanservices.org/myplan/303368](https://www.msqplanservices.org/myplan/303368). At the top right, there are buttons for "Log In" and "Enroll in My Plan". Below the navigation bar is a banner with a woman looking through binoculars and the text "Keep a Long-Term View". Below the banner, there is a "Welcome!" section with a dropdown menu showing "MD NATL CAP PARK & PLAN COMM GEN EE (303368) - 457". Below the dropdown, there is a paragraph of text and a button labeled "Enroll in My Plan" which is highlighted with a red box. To the right of the "Welcome!" section is a "Manage My Account" section with links for "Need access? Start here.", "Log In to My Account", and "Research Investment Options". Below these links are two dropdown menus labeled "View Forms" and "View Notices". At the bottom left, there is a link for "Construya un Plan - en Español".

**Step 3: Enter Personal Information and Select 'Next' when done.**

Fields marked with an asterisk (\*) are required.

Welcome to MissionSquare Retirement Plan's Enrollment

**Personal Information**

SSN\*

Confirm SSN\*

First Name\* Middle Initial Last Name\*

Address\* <sup>1</sup>

Address - line 2

Address - line 3

Country\* City\* State\* Zip Code\*  
UNITED STATES  --Select Option--

Mobile Phone Number\*

Daytime Phone Number\*

Date of Birth\*  
MM/DD/YYYY

Date of Hire\*  
MM/DD/YYYY

Marital Status\*  
--Select Option--

**Additional Information**

Email Address\*

Confirm Email Address\*

By clicking Next you acknowledge receipt of MissionSquare Retirement's Privacy Notice [available here.](#)

**Disclosures, Acceptance and Agreement**

I acknowledge accessing, reviewing and accepting the MissionSquare Enrollment Documents and Disclosures

Next

**Step 4: Review and the Internet Agreement & Account Access Activation Form to Register for Online Access.**

**Step 5: Submit the Election Form to start your payroll deductions.**

If you have questions, scroll down on the same webpage and you can schedule an appointment with your MissionSquare Retirement Specialist, Shantel Washington.

## Your MissionSquare Retirement Representatives

Contact us to learn more about:

- Enrolling in your plan
- Roll-ins to your MissionSquare account
- Investment strategy and how much to save
- Your retirement readiness checkup
- Determining how much you need in retirement

Access your account or contact MissionSquare Plan Services at [\(800\) 669-7400](tel:8006697400), if you need assistance with:

- Account login or website resources
- Investment changes
- Withdrawals, contribution amounts, account maintenance and transactions
- Balance and quarterly statement inquiries
- Personal information updates



**Shantel D Washington**  
Retirement Plans Specialist  
[swashington@missionsq.org](mailto:swashington@missionsq.org)

[Schedule an Appointment](#)