

ENROLL IN E-DELIVERY

OVERVIEW

E-Delivery allows statements, reports, trade confirmations, and tax documents to be sent electronically to the registered email address. This allows users to receive information quickly in an electronic format. The steps below will guide users to setting up this feature.

STEP 1

Go to: myvoyaira.voya.com and log into your account

STEP 2

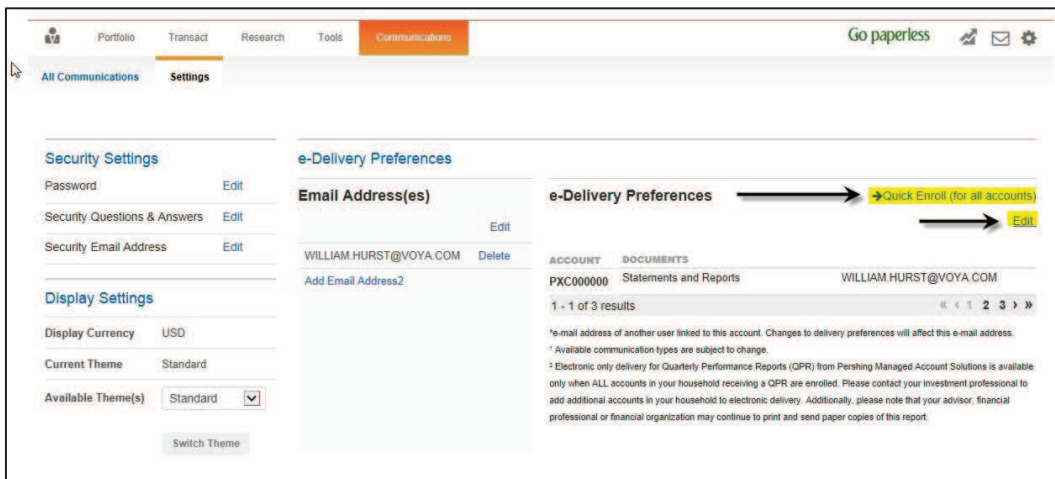
Upon signing in select the profile settings in the upper right corner of your screen

The screenshot shows the VOYA Financial account dashboard. The top navigation bar includes 'Portfolio', 'Transact', 'Research', 'Tools', and 'Communications'. The 'Go paperless' icon, which is a gear with a paper roll, is highlighted with a black arrow. Below the navigation bar, there are sections for 'Summary', 'Market Value (Last 12 Months)', and 'Composition'. The 'Summary' section shows a total value of 0.00. The 'Market Value' section shows a line chart for the last 12 months. The 'Composition' section shows a table with columns for 'ASSET CLASS', 'CURRENT VALUE', and 'PERCENT OF TOTAL'. The right sidebar contains 'Quick Links' (My Holdings, My Balances, Markets Today), 'Trading' (Open Orders, Security ID, Current Price, Order Type, Expiration), and 'Recently Executed Trades'.

STEP 3

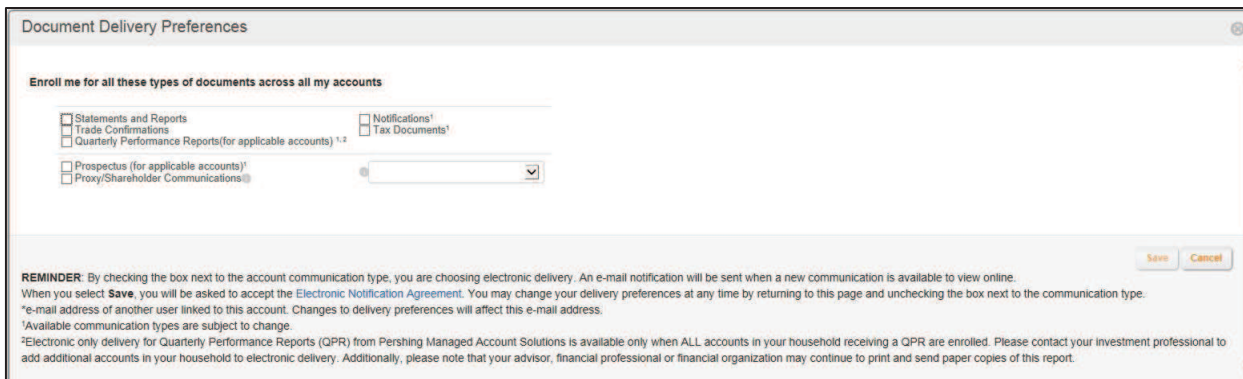
To set up all accounts for e-Delivery click **Quick Enroll**

To set up accounts individually click **Edit**

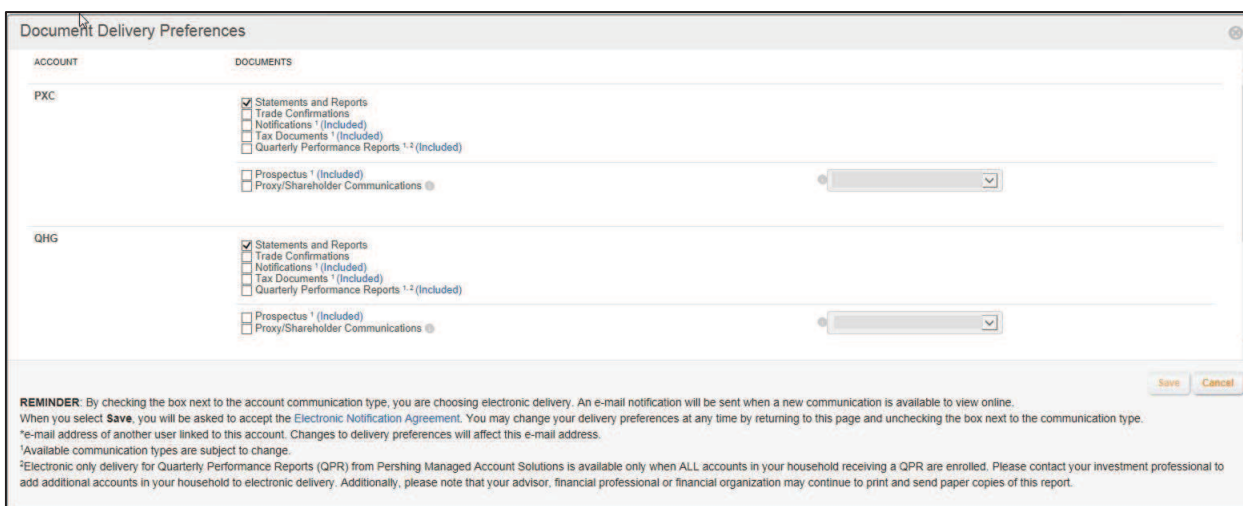


STEP 4

Select the boxes next to the documents to opt-in for e-Delivery.
If **Quick Enroll** was selected all accounts will opt-in



If **Edit** was selected, selections will need to be made by each account listed on this screen



STEP 5

Click **Save**. A window displays the terms and conditions. Read through the terms and conditions and click **I Agree**. A window displays stating the e-delivery preferences have been saved. Click **OK** to continue.