



Parent/Guardian Guide to Viewing Minors Trust Fund Accounts

Account holders in the Minors Trust Fund can access their child's account through the RetirementFocus.com website.

First time users will create credentials initially by using their child's Social Security Number as the USERNAME and their child's 6-digit Date of Birth (MMDDYY) will be the PASSWORD.

Multifactor authentication will be delivered through a mobile phone text or email. Once you've authenticated your account, you will create a new Username and Password.



Parents and guardians of the members who do not have a phone number or email registered on their child's account, can receive access to view their child's account by following the steps below.

Steps to access your child's Minors Trust Fund account

1. Go to the website RetirementFocus.com
2. Under USERNAME enter the minor's Social Security Number (no dashes)
3. Under PASSWORD enter the minor's 6-digit Date of Birth (MMDDYY)
4. The next screen will ask "How would you like to validate your identity", select the "Request code through mail" option
5. Once you receive the mailed code follow previous steps 1 through 3 and select "Validate using Mailed in code" on the following screen
6. On the next screen, enter the code you received in the mail and continue through the steps to create a USERNAME and PASSWORD and add any phone number or email address to receive future multifactor authentication codes

Calling the USI Service Center

1. After establishing account credentials, you can reach the USI Service Center by calling 866-305-8846, Monday through Friday from 8 a.m. to 5 p.m.
2. Enter Plan Code 631 when prompted
3. The USI Service Center staff is trained to follow a verification process to determine callers are authorized to access a minor's account.