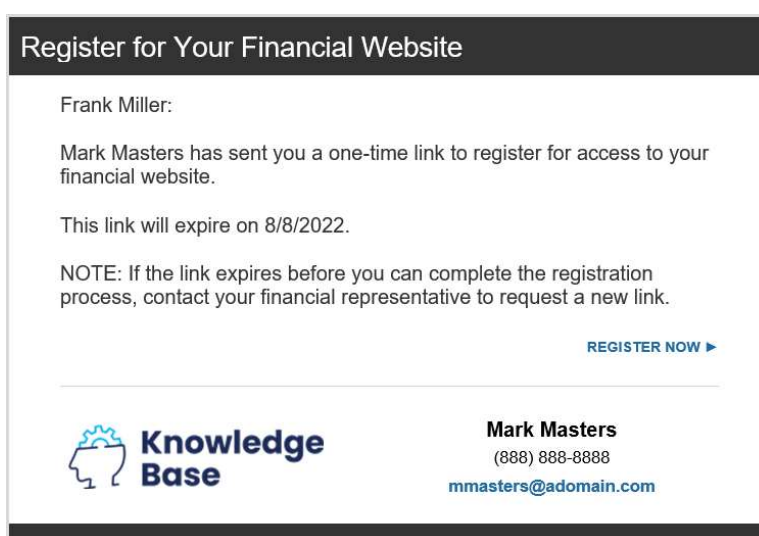


Website Registration Process

In this user guide, we will demonstrate how to register for your website in a few simple steps! Your financial representative will send a system generated email with an embedded registration link. For your security, this link has redemption codes built into it. This means that the link you received is one time only use. Once the link has been clicked, it will then expire. Make sure not to click the link until you are fully ready to complete the registration process! Registration should take no more than 10 minutes.

Please Note: The registration invitation email expires 7 days from initial receipt. If you delete the email, your financial representative will be able to resend it.

1. From your email inbox, open the invitation email. Then click **Register Now**.



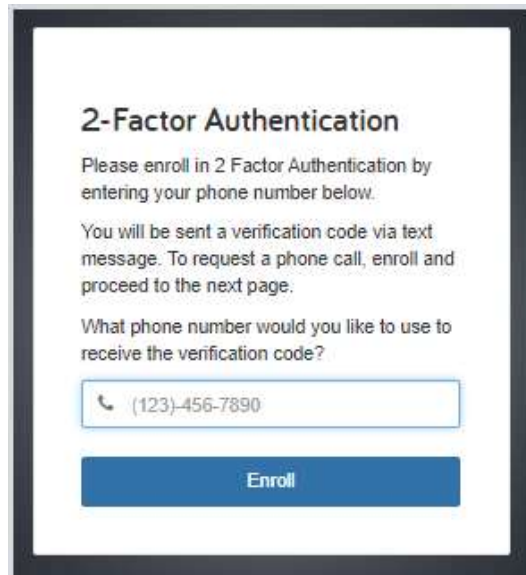
2. The link will open a new page in your default internet browser. Here you will establish a unique Username & Password. Follow the password meter to confirm you have met the security requirements. Click **Register** to continue.

A screenshot of the website registration page. At the top is the "Knowledge Base" logo. Below it, the instruction "Choose a username and password to access your website." is displayed. There are three input fields: a username field containing "FrankMiller125", a password field with masked characters, and a second password field also with masked characters. To the right of the password fields is a "Password requirements:" section with a list of six criteria, each preceded by a green checkmark: "Contains at least 8 characters", "Contains lowercase letters", "Contains uppercase letters", "Contains numbers", "Contains special characters", and "Does not contain username, first name, or last name". A blue "Register" button is positioned below the input fields. At the bottom center of the page is a link that says "Need help?".

Website Registration Process

3. After establishing your Username and Password, you are required to register for 2-Factor Authentication (2-FA.) The main purpose of 2-FA is to ensure the security of your information. 2-FA will verify your identity using a PIN sent to your phone. This is an important measure in safeguarding your personal financial data, a matter we take very seriously.

You will first register your Primary phone to be used for 2-FA. Enter your phone number and click **Enroll**. For international phones, add a “+” in front of your number.



2-Factor Authentication

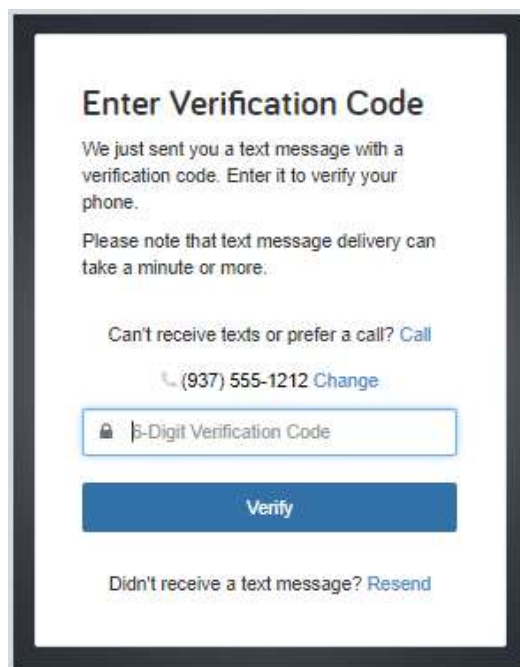
Please enroll in 2 Factor Authentication by entering your phone number below.

You will be sent a verification code via text message. To request a phone call, enroll and proceed to the next page.

What phone number would you like to use to receive the verification code?

Enroll

4. Once you have received your PIN, enter the 6-digit code into verification box and click **Verify**. Click the **Call** link to have the verification code read to you over a phone call. The code expires after 10 minutes, click the Resend link to receive a new PIN verification code.



Enter Verification Code

We just sent you a text message with a verification code. Enter it to verify your phone.

Please note that text message delivery can take a minute or more.

Can't receive texts or prefer a call? [Call](#)

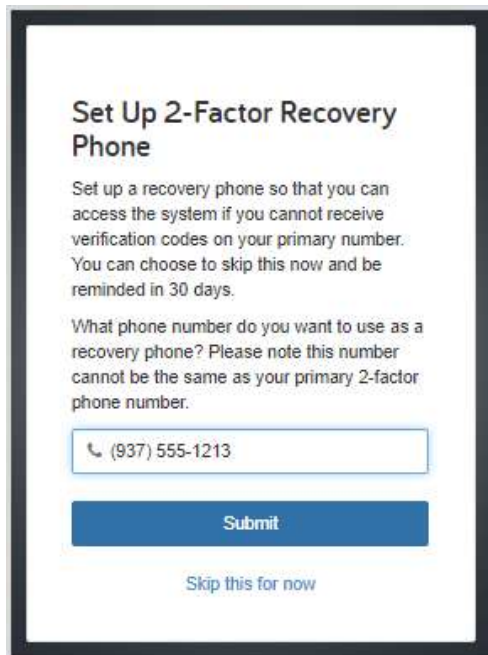
[Change](#)

Verify

Didn't receive a text message? [Resend](#)

Website Registration Process

5. Next you will be prompted to set up a recovery phone. This number will be used if you do not have access to your primary phone while trying to login. Enter another phone number and click **Submit**, or you can elect to **Skip this for now**.



Set Up 2-Factor Recovery Phone

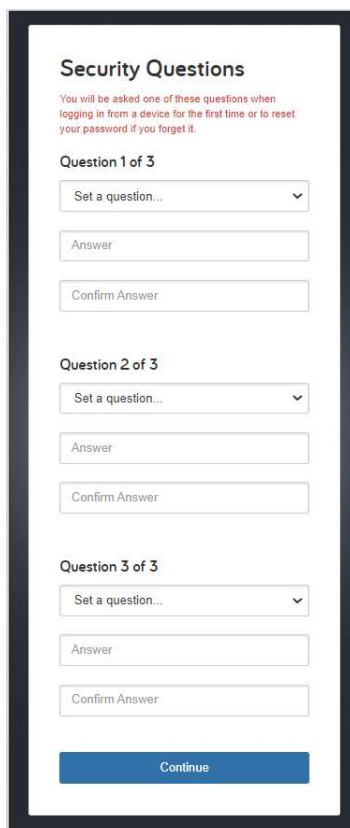
Set up a recovery phone so that you can access the system if you cannot receive verification codes on your primary number. You can choose to skip this now and be reminded in 30 days.

What phone number do you want to use as a recovery phone? Please note this number cannot be the same as your primary 2-factor phone number.

Submit

[Skip this for now](#)

6. Next, you will be prompted to setup 3 security questions. Fill in all available fields and click **Continue**.



Security Questions

You will be asked one of these questions when logging in from a device for the first time or to reset your password if you forget it.

Question 1 of 3

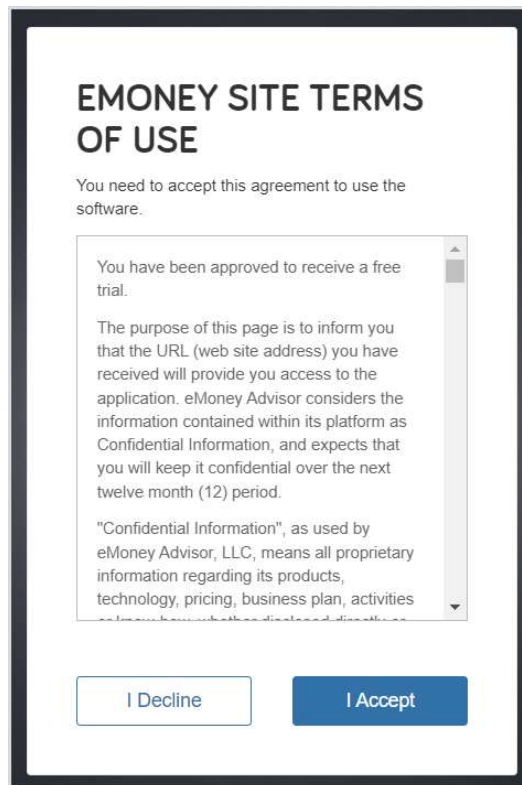
Question 2 of 3

Question 3 of 3

Continue

Website Registration Process

7. Finally, read the Terms of Service and click **I Accept**.



EMONEY SITE TERMS OF USE

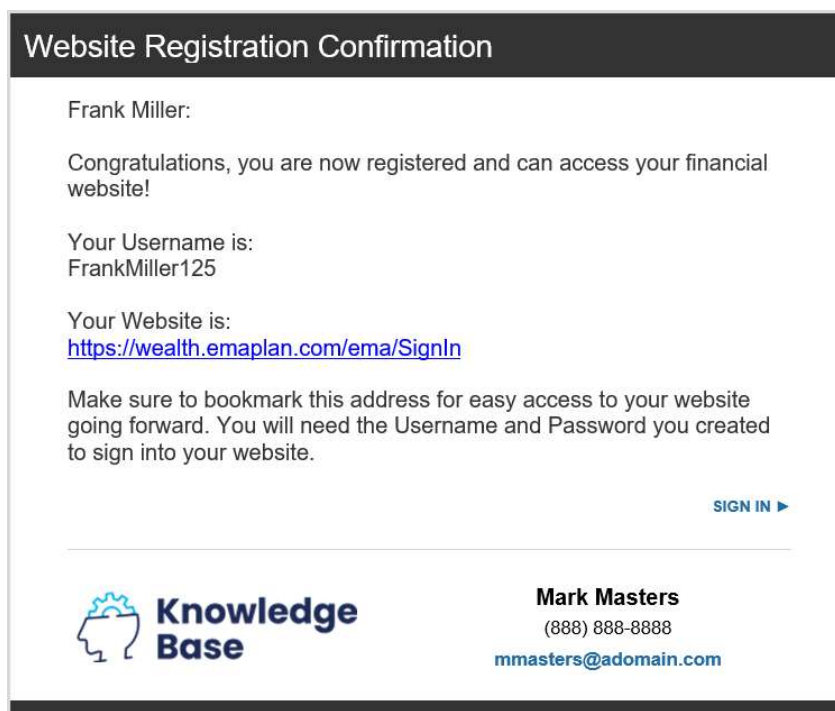
You need to accept this agreement to use the software.

You have been approved to receive a free trial.

The purpose of this page is to inform you that the URL (web site address) you have received will provide you access to the application. eMoney Advisor considers the information contained within its platform as Confidential Information, and expects that you will keep it confidential over the next twelve month (12) period.

"Confidential Information", as used by eMoney Advisor, LLC, means all proprietary information regarding its products, technology, pricing, business plan, activities

8. Once you have successfully registered for your website, you will receive a confirmation email as shown below. Save the log on link to your bookmarks for easy access!



Website Registration Confirmation

Frank Miller:


Congratulations, you are now registered and can access your financial website!

Your Username is:
FrankMiller125

Your Website is:
<https://wealth.emaplan.com/ema/SignIn>

Make sure to bookmark this address for easy access to your website going forward. You will need the Username and Password you created to sign into your website.

[SIGN IN ►](#)

 **Knowledge Base**

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