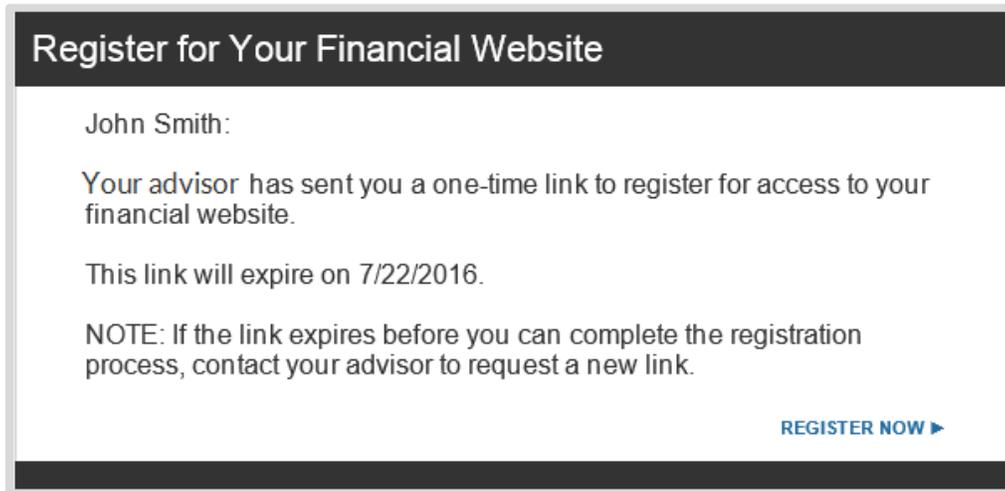


Website Registration

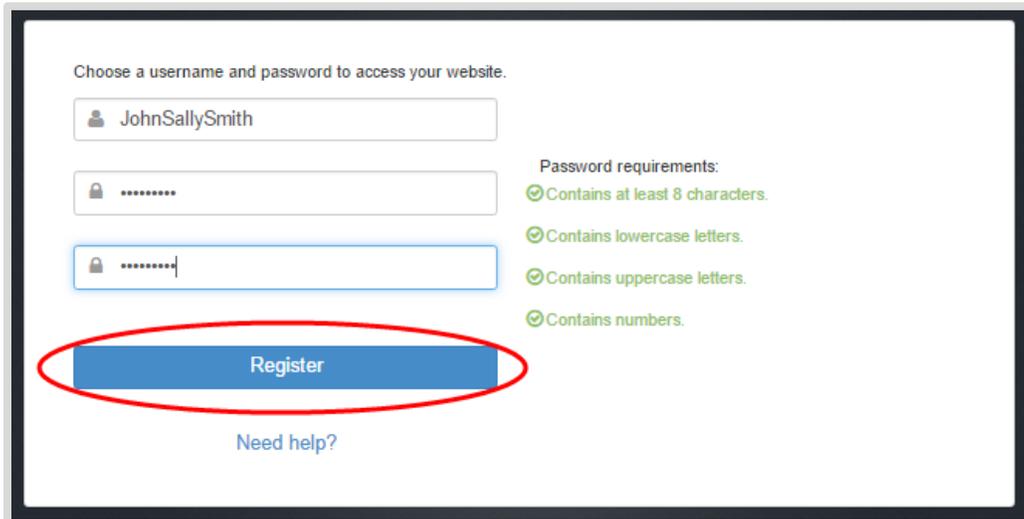
In this userguide, we will demonstrate how to register your website in a few simple steps! Your financial representative will send a system generated email with an embedded registration link. For your security, this link has redemption codes built into it. This means that the link you received is one time only use. Once the link has been clicked on, 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, open the invitation email.



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.



The screenshot shows a registration form with the following elements:

Choose a username and password to access your website.

Username:

Password:

Confirm Password:

Register button (circled in red)

Need help?

Password requirements:

- ✔ Contains at least 8 characters.
- ✔ Contains lowercase letters.
- ✔ Contains uppercase letters.
- ✔ Contains numbers.

- Next, you will be prompted to answer 3 security questions.

The screenshot shows a mobile-style registration screen titled "Security Questions". It contains three identical question blocks. Each block starts with a dropdown menu labeled "Set a question...", followed by an "Answer" input field, and a "Confirm Answer" input field. At the bottom of the screen is a blue "Continue" button.

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

Set a question... ▾

Answer

Confirm Answer

Question 2 of 3

Set a question... ▾

Answer

Confirm Answer

Question 3 of 3

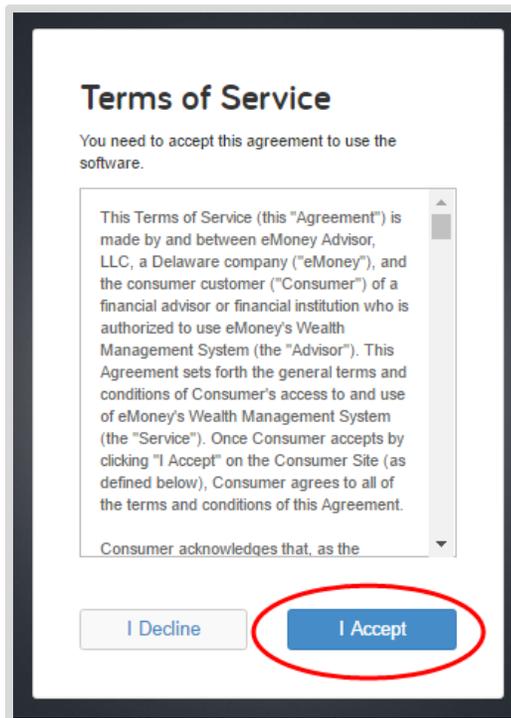
Set a question... ▾

Answer

Confirm Answer

[Continue](#)

4. Finally, read and accept the Terms of Service.



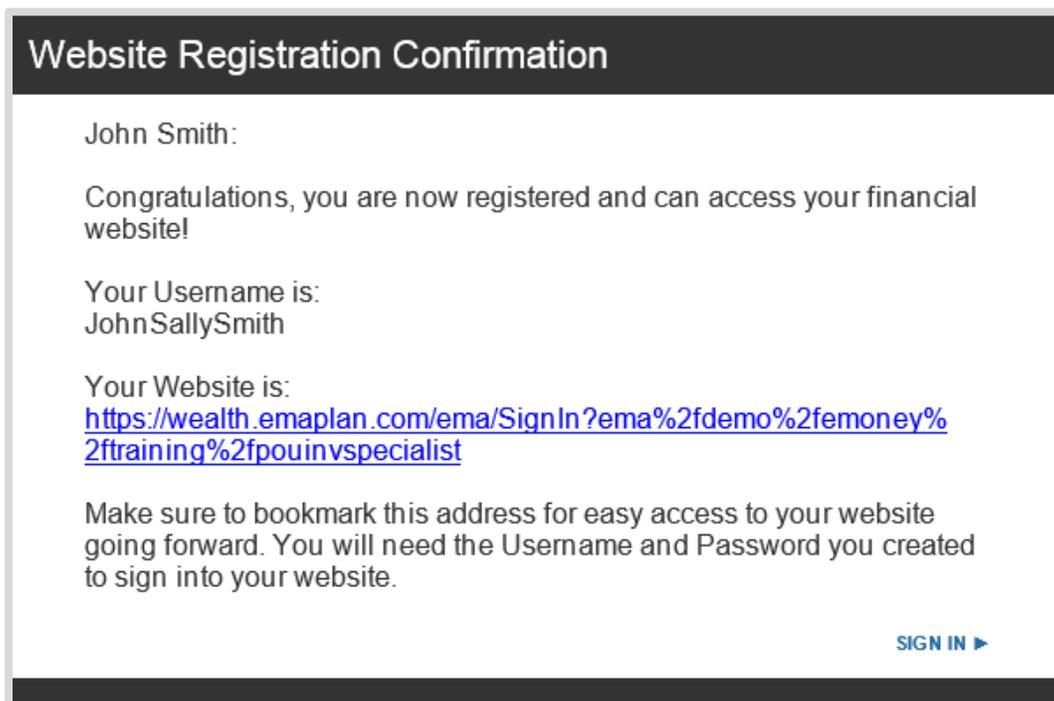
Terms of Service

You need to accept this agreement to use the software.

This Terms of Service (this "Agreement") is made by and between eMoney Advisor, LLC, a Delaware company ("eMoney"), and the consumer customer ("Consumer") of a financial advisor or financial institution who is authorized to use eMoney's Wealth Management System (the "Advisor"). This Agreement sets forth the general terms and conditions of Consumer's access to and use of eMoney's Wealth Management System (the "Service"). Once Consumer accepts by clicking "I Accept" on the Consumer Site (as defined below), Consumer agrees to all of the terms and conditions of this Agreement.

Consumer acknowledges that, as the

5. 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

John Smith:

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

Your Username is:
JohnSallySmith

Your Website is:
<https://wealth.emaplan.com/ema/SignIn?ema%2fdemo%2femoney%2ftraining%2fpouinvspecialist>

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 ►](#)