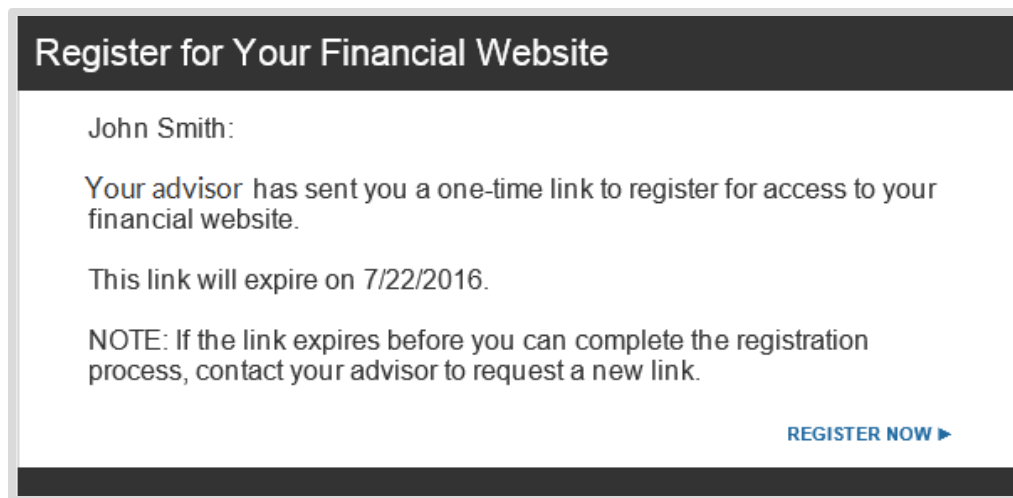


# Website Registration

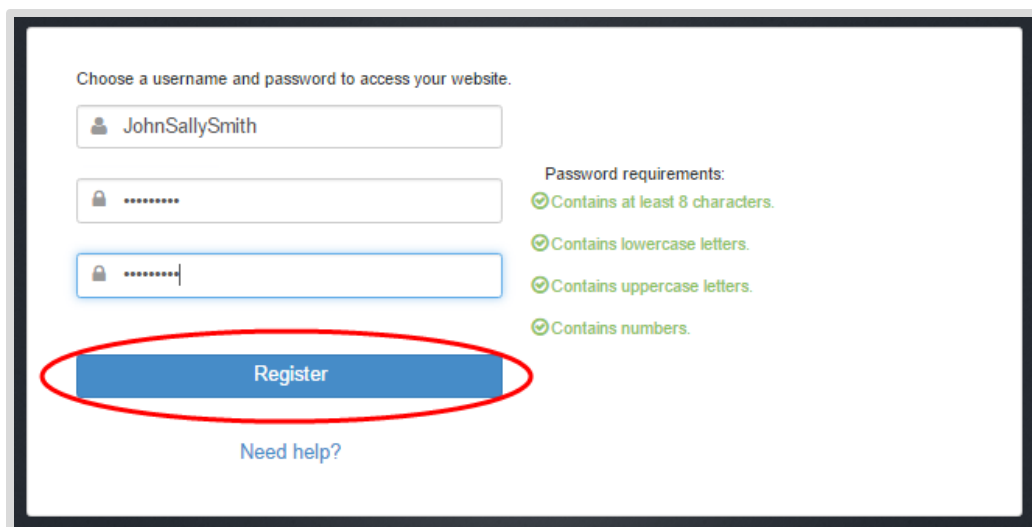
In this userguide, we will demonstrate how to register your website in a few simple steps! Your financial representative will send a system generated email with an embedded registration link. For your security, this link has redemption codes built into it. This means that the link you received is one 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 heading "Choose a username and password to access your website." There are three input fields: a username field containing "JohnSallySmith", a password field with masked characters, and a confirm password field with masked characters. To the right of the password fields is a "Password requirements" section with four checked items: "Contains at least 8 characters.", "Contains lowercase letters.", "Contains uppercase letters.", and "Contains numbers." A blue "Register" button is highlighted with a red oval. Below the button is a "Need help?" link.

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

**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... ▾

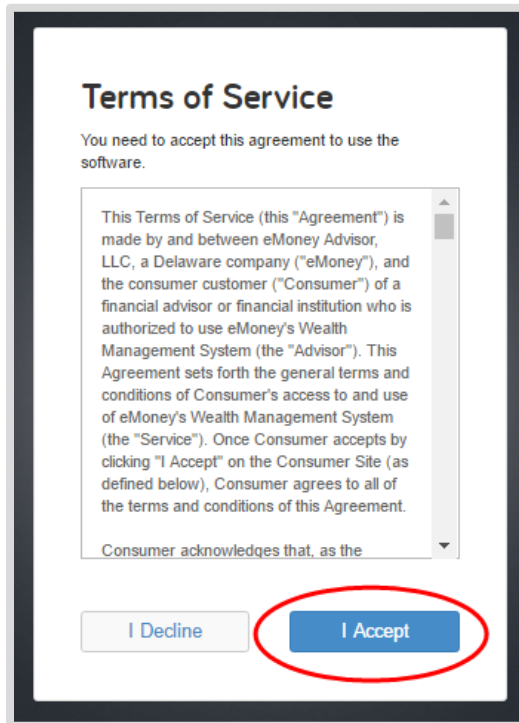
Answer

Confirm Answer

**Continue**

# Website Registration

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



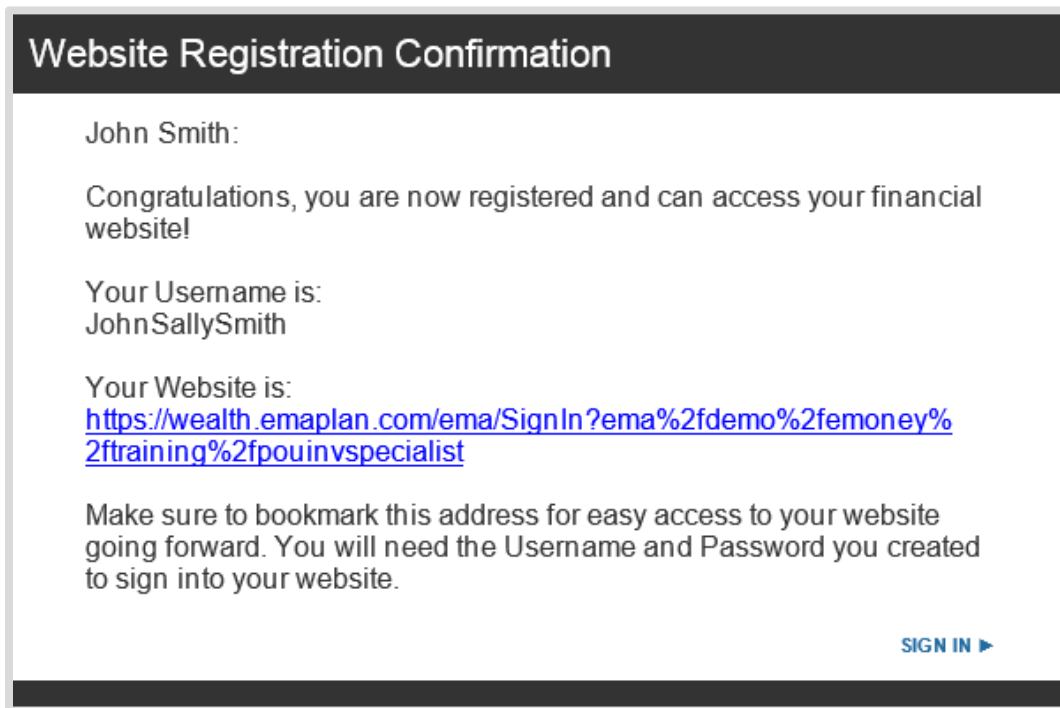
**Terms of Service**

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 ►](#)