

Creating an Online Account



You may access The Standard’s online commissions by creating a new account. Use this reference guide as you create your account.

How to Create Your New Account

If you haven’t logged in to The Standard’s portal before, you will need to create a new account.

- 1 Go to [Online Portal](#).
- 2 In the Create an Account form, enter the contact information. To receive future text alerts, be sure to enter a mobile phone number. Next, choose your Username and Password. Usernames must have 7–20 characters, no spaces and no @ symbol. Passwords must have at least 10 characters, a lowercase letter, an uppercase letter and a number or special character (like 1 or \$). Click **CONTINUE**.

A screenshot of a web form titled "Create an Account". The form is titled "Personal Information" and includes a note that "All fields are required." It contains several input fields: "First Name" and "Last Name" (side-by-side), "Email Address", and "Phone" (with a placeholder "(000) 000-0000"). At the bottom, there is a question "Is this a mobile phone?" with two radio button options: "Yes" and "No".

Portal Self-Registration Instructions (continued)

Login Information

You'll use this to log into your account.

Choose a user name following these requirements:

- 7-20 characters
- At least one letter
- No spaces
- No symbols or punctuation marks (@ \$, & # | % etc.)
- Cannot start with 0

User Name

Choose a password following these requirements:

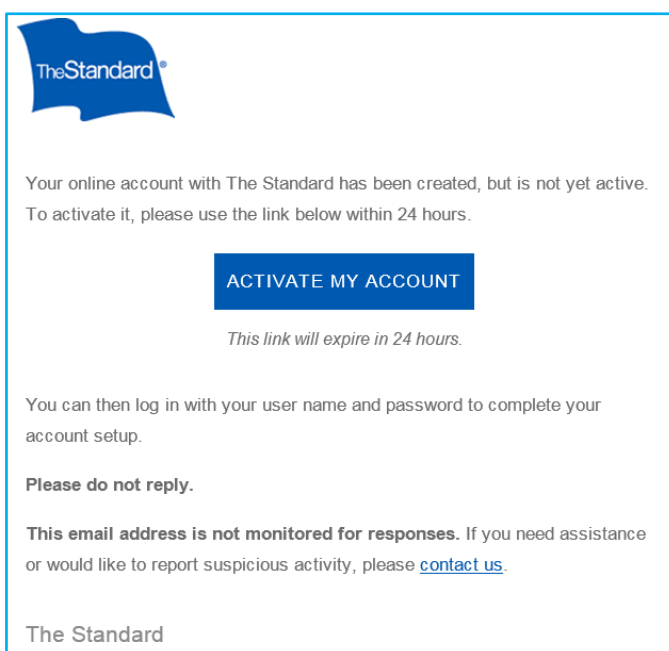
- At least 10 characters
- A lowercase letter (like a)
- An uppercase letter (like A)
- A number and special character (like 1 and \$)

Password _____ [Show](#)

Confirm Password _____ [Show](#)

[Continue](#) [Cancel](#)

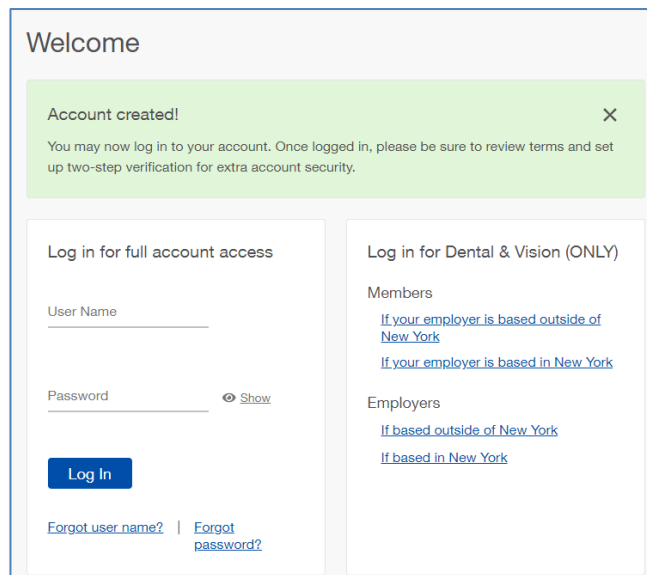
- 3 You'll be sent an email from The Standard <verify@standard.com> containing a link to confirm your initial account set up. Click on **Activate My Account**.



Note: You will need to click the **Activate My Account** link within 24 hours to log in and complete your account setup.

Portal Self-Registration Instructions (continued)

- Clicking the **Activate Your Account** link in the confirmation email will take you to the **Log In** page at standard.com. Enter your Username and Password and then click **LOG IN** to continue



Welcome

Account created! ✕

You may now log in to your account. Once logged in, please be sure to review terms and set up two-step verification for extra account security.

Log in for full account access

User Name

Password [Show](#)

[Log In](#)

[Forgot user name?](#) | [Forgot password?](#)

Log in for Dental & Vision (ONLY)

Members

[If your employer is based outside of New York](#)

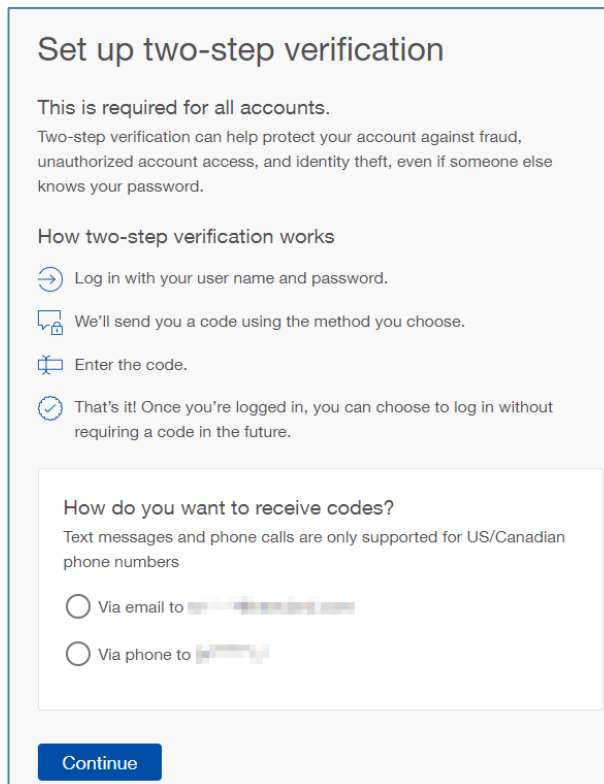
[If your employer is based in New York](#)

Employers

[If based outside of New York](#)

[If based in New York](#)

- When you log in for the first time, you will be asked to read and agree to the **Terms and Consent**. Click to acknowledge, “I have read and agree to the Terms and Consent,” and then click **CONTINUE**.
- Next, you’ll set up an additional layer of security – called two-step verification. Click to select the method to receive the two-step verification code during the login process and then click **CONTINUE**.



Set up two-step verification

This is required for all accounts.

Two-step verification can help protect your account against fraud, unauthorized account access, and identity theft, even if someone else knows your password.

How two-step verification works

- Log in with your user name and password.
- We'll send you a code using the method you choose.
- Enter the code.
- That's it! Once you're logged in, you can choose to log in without requiring a code in the future.

How do you want to receive codes?

Text messages and phone calls are only supported for US/Canadian phone numbers

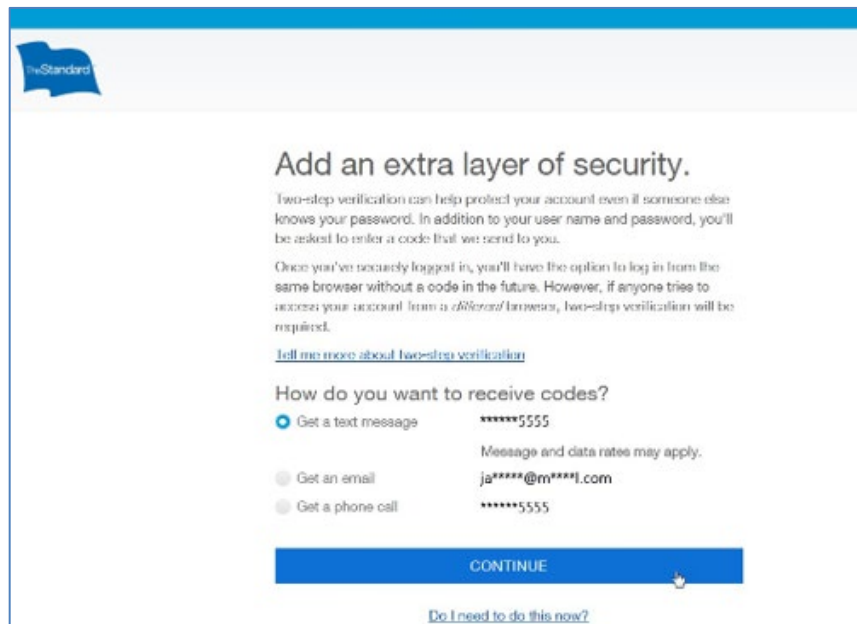
Via email to [redacted]

Via phone to [redacted]

[Continue](#)

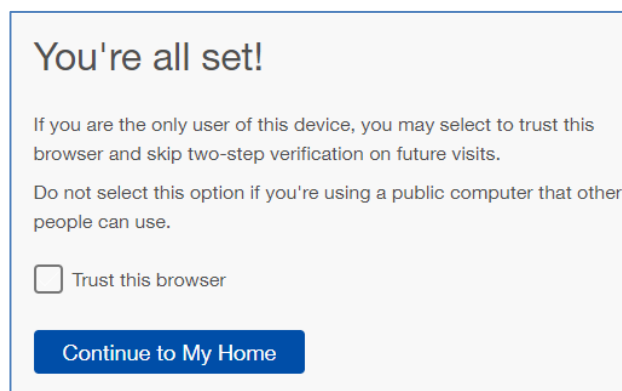
Portal Self-Registration Instructions (continued)

- 7 Complete the two-step verification process. Choose a method to receive the code and click **CONTINUE**.



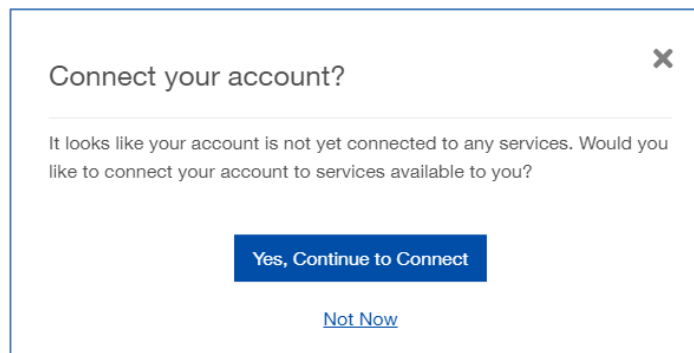
The screenshot shows a web page for 'The Standard' with the heading 'Add an extra layer of security.' Below the heading is explanatory text about two-step verification. A link 'Tell me more about two-step verification' is provided. The main section is titled 'How do you want to receive codes?' and offers three options: 'Get a text message' (selected), 'Get an email', and 'Get a phone call'. Each option is accompanied by a masked phone number (*****5555) and an email address (ja*****@m*****l.com). A blue 'CONTINUE' button is at the bottom, with a mouse cursor hovering over it. A link 'Do I need to do this now?' is at the bottom right.

- 8 Check your phone or email — depending on the method you selected — for the six-digit verification code. Enter the code and click **CONTINUE**.
- 9 You're all set. Click **Continue to My Home**.



The screenshot shows a confirmation screen with the heading 'You're all set!'. It contains text explaining that users can trust their browser and skip two-step verification on future visits, but should not do so on public computers. A checkbox labeled 'Trust this browser' is present and is currently unchecked. A blue 'Continue to My Home' button is at the bottom.

- 10 At the Connect your account prompt, click **Yes, Continue to Connect**.



The screenshot shows a modal dialog box titled 'Connect your account?' with a close button (X) in the top right corner. The text inside asks if the user would like to connect their account to services available to them. A blue button labeled 'Yes, Continue to Connect' is centered at the bottom, with a link 'Not Now' below it.

Portal Self-Registration Instructions (continued)

You will need the most recent copy of your commission statement to continue with the registration process.

Individuals and firms are provided a Producer ID upon contracting with The Standard. This ID can be found in the upper-right corner of the commission statements delivered to you or your firm.

- 11 On the Manage Services page, you'll see the following four service options. Select the fourth option: **Financial Professional Services**. Before you can proceed, you'll need to enter your **Producer ID** and the last five digits of your **Tax Identification Number**. After entering this information, click **Add Services**.

Add Services

Choose the type of services you're seeking and provide the additional information to connect your account. If you need more than one service, please choose one at a time and return to this page to add more.

Retirement Account

Insurance Benefits, Absences and Leaves ¹

Annuity Account

Financial Professional Services

Producer ID *

Last Five Digits of SSN ²

Add Services


Portal Self-Registration Instructions (continued)


12 On the Account Access page, there are four options. Click **Commissions** then enter the exact payment amount and period ending date listed on your last commission statement.

Account Access

Financial Professional Services

Select the services you'd like to connect.


- Illustrations for Individual Disability Insurance
- Individual Disability Insurance Policies
- Annuities Book of Business
- Commissions 

Last Payment _____ Period End Date _____ 

Provide the exact amount and the period ending date of your last commission payment from The Standard.

[Add Services](#)

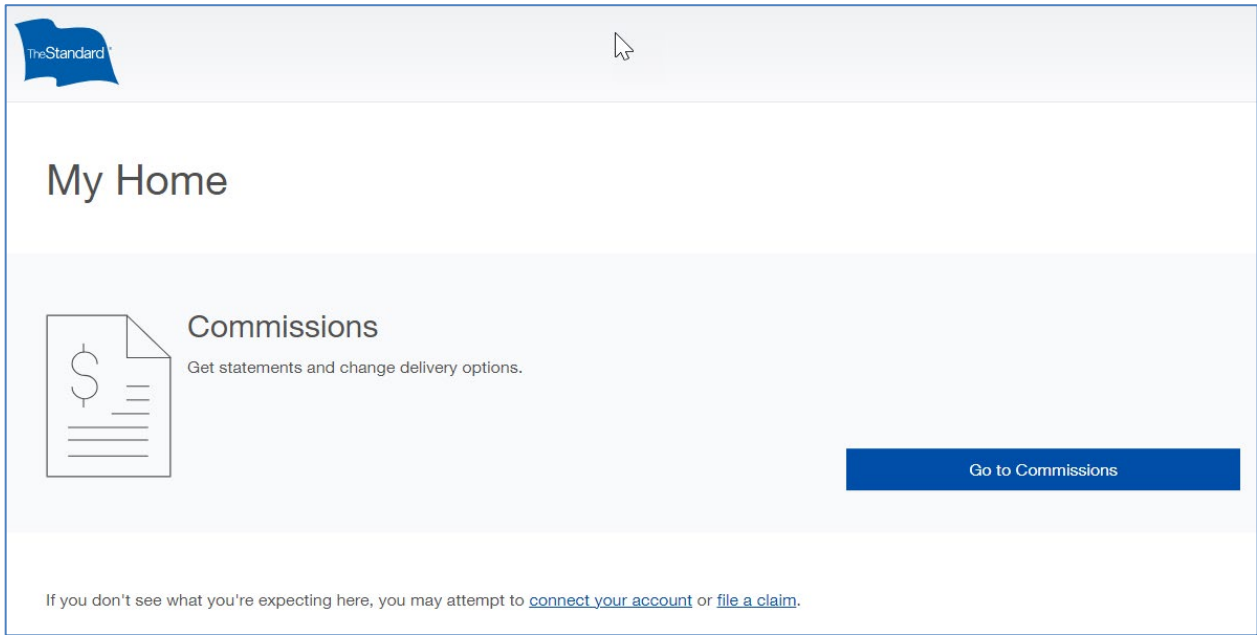
Account Connected

 Your account is connected to Commissions.

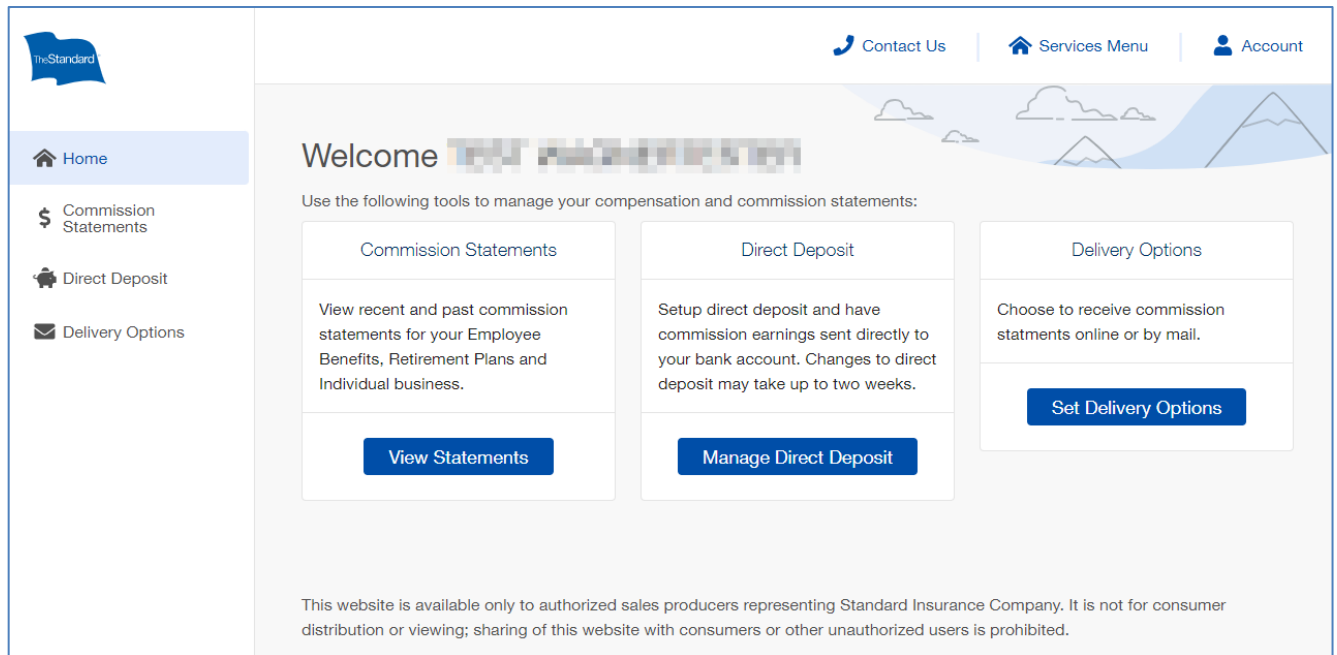
You can return to the Account Access page anytime from your menu if you need to add additional services.

[Go to My Home](#)

Portal Self-Registration Instructions (continued)



The screenshot shows the 'My Home' page of a web portal. At the top left is the 'TheStandard' logo. The main heading is 'My Home'. Below it is a 'Commissions' section featuring a document icon with a dollar sign and the text 'Commissions' and 'Get statements and change delivery options.' A blue button labeled 'Go to Commissions' is positioned to the right. At the bottom, a small text block reads: 'If you don't see what you're expecting here, you may attempt to [connect your account](#) or [file a claim](#).'



The screenshot displays the main dashboard. On the left is a navigation sidebar with 'Home' selected, and links for 'Commission Statements', 'Direct Deposit', and 'Delivery Options'. The top right contains links for 'Contact Us', 'Services Menu', and 'Account'. The main content area features a 'Welcome' message and a heading 'Use the following tools to manage your compensation and commission statements:'. Three service cards are shown: 'Commission Statements' (with 'View Statements' button), 'Direct Deposit' (with 'Manage Direct Deposit' button), and 'Delivery Options' (with 'Set Delivery Options' button). A disclaimer at the bottom states: 'This website is available only to authorized sales producers representing Standard Insurance Company. It is not for consumer distribution or viewing; sharing of this website with consumers or other unauthorized users is prohibited.'