Creating an Online Account

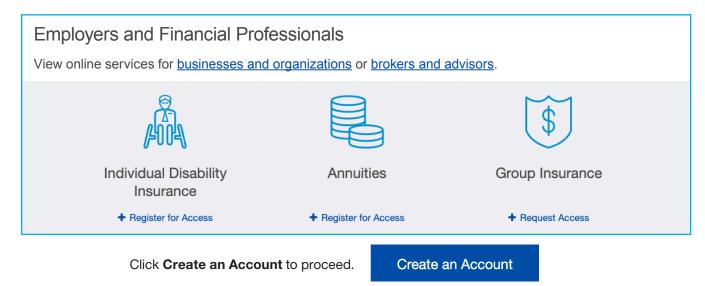


You may access The Standard's online services by creating a new account. Use this reference guide as you create your account.

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.

- Go to The Standard's Financial Professionals website.
- Click the Log In button in the upper-right corner, then select Create an Account.
- On the Create an Account page select **Brokers and Advisors**. Next choose **Register for Access** under Individual Disability Insurance or Annuities, or **Request Access** under Group Insurance.



- After entering your contact information, you'll choose your User Name and Password. User names 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.
- You'll be sent an email from The Standard <verify@standard.com> containing a link to confirm your initial account setup. Click on **Activate My Account**.

Create an Account							
1	2	3	4				
	Set Credentials	Activate Account	Complete Setup				
Tell us who you are.							
First Name							
🖪 Last Name							
Email Address			?				

Standard Insurance Company The Standard Life Insurance Company of New York

Portal Self-Registration Instructions (continued)

How to Complete Your New Account

The following steps outline how to complete your new account setup.

- Clicking the Activate Your Account link in the confirmation email will take you to the Log In page at standard.com. Here you will see a new message indicating that "Your account has been activated" and directing you to log in.
- Enter your User Name and Password and then click Log In to continue.
- When you log in for the first time, you'll 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.

Add an extra layer of security. Two-step verification can help protect your account even if someone else knows your password. In addition to your user name and password, you'll be asked to enter a code that we send to you. The you've securely logged in, you'll have the option to log in from the sacess your account from a <i>different</i> browser, two-step verification will be required. Telme more about two-step verification How do you want to receive codes? Get at text message Get a ennal Get a phone call Telme to the source of the sou		
 knows your password. In addition to your user name and password, you'll be aaked to enter a code that we send to you. Once you've securely logged in, you'll have the option to log in from the same browser without a code in the future. However, if anyone tries to access your account from a <i>different</i> trowser, two-step verification will be required. Tell me more about two-step verification Most do you want to receive codes? Get at ext message if a taxt message 	Add an extra	a layer of security.
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CONTINUE		

- Check your phone or email depending on the method you selected for the six-digit verification code. Enter the code and click CONTINUE.
- In the Connect your account prompt, click Yes, Continue to Connect.
- On the Account Access page, you'll see the following three access options:
 - Retirement Account
 - Insurance Benefits, Absences and Leaves
 - Financial Professional Services

Select the third option, Financial Professional Services.

O After selecting Financial Professional Services, enter your Producer ID and the last five digits of your Tax Identification Number.

Click Add Services to proceed.

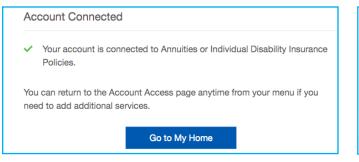
Add Services

Note: Producers and firms are provided a 10 digit **Producer ID** upon contracting with The Standard. This ID often has leading zeros and can be found in the upper-right corner of the commission statements delivered to you or your firm in the past.

Note: Text messages are available only if you provided a mobile phone at the beginning of this

process.

 After the selection of services process is completed, the Account Connected confirmation will display. Click Go to My Home to view your services.



My Home			
Get statements and	DIS change delivery options.	Go to Commissions	
If you don't see what you're expecting i	nere, you may attempt to <u>add tools</u> or <u>file a claim</u> .		
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