

EMPLOYEE ONLINE

> ALTERNATE LOGIN METHOD - USERNAME AND PASSWORD

FACT SHEET

It's now easier and more convenient for you to securely access Employee Online, with a new option available that allows you to create your own username and password to use as login credentials. You can choose to change to the username and password method, or you can continue with your current login credentials of securityholder reference number (SRN) and personal identification number (PIN) combination. Once you have logged into the Employee Online site the process to setup your username and password is simple and will only take you a few moments.

This document will take you through how to successfully create your new login credentials, or keep them in their SRN and PIN format. It is important to note that once you switch from using an SRN and PIN to a username and password, you will not be able to switch back. We hope this new feature makes it even easier for you to manage your employee plan portfolio.

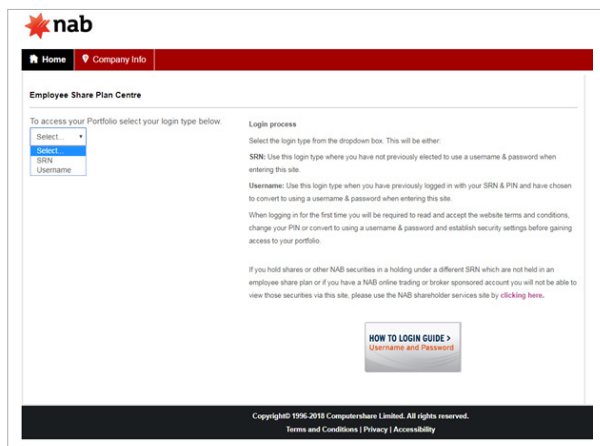
STEP 1

Login page

Use the drop down box pictured below to select:

> SRN

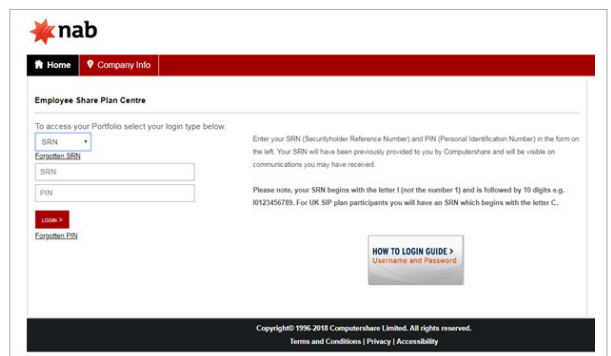
Please note: if you haven't created a username and password yet and wish to do so, we need to verify you first using your SRN.



STEP 1.1

SRN

Please enter your SRN and PIN into the relative fields below. Once completed, press the 'Login' button and proceed to **step 2**.

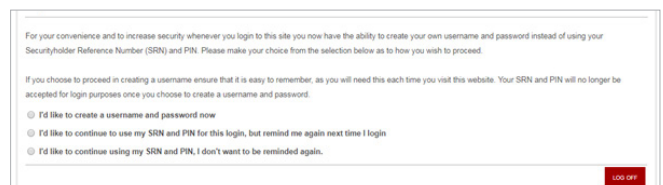


STEP 2

How to update your login details to username and password

After you have successfully entered your SRN and PIN, the screen to the right will appear. Here, you need to select one of the three options:

1. I'd like to create a username and password now (please proceed to **step 2.1**).
2. I'd like to continue to use my SRN and PIN for this login, but remind me of the alternative next time I login (please proceed to **step 2.2**).
3. I'd like to continue using my SRN and PIN. I don't want to be reminded of this alternative again (please proceed to **step 2.3**).



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FACT SHEET

STEP 2.1

Option 1: I'd like to create a username and password now

After selecting the first option within the 'Login' screen (as shown in **step 2**), the fields pictured to the right will automatically appear for you to complete.

These fields will ask you to create a 'Username', 'Password' and enter in your 'Contact Details'. Please ensure you have this information ready to enter:

Username: A minimum of six characters and not currently in use as a username on Employee Online. We suggest using your email address.

Password: A minimum of eight characters and consists of one upper case, one lower case and one number.

Contact Details: Your email address. This is where your username reminder and/or temporary password notification will be sent if at some point you have difficulty accessing the Employee Online site.

This screenshot shows the 'Create username' and 'Create password' form. It includes sections for 'Create username' (with fields for 'New username' and 'Confirm new username'), 'Create password' (with fields for 'New password' and 'Confirm new password'), and 'Contact Details' (with a field for 'Email Address'). There are also three radio button options at the top for choosing login preferences. The form has 'LOG OFF' and 'SUMMIT' buttons at the bottom right.

STEP 2.2

Option 2: I'd like to continue to use my SRN and PIN for this login, but remind me of the alternative next time I login

If you select the second option you will login using your existing SRN and PIN. The next time you login to Employee Online, you will be invited to update your login credentials.

This screenshot shows the 'Login' form with the second option selected: 'I'd like to continue to use my SRN and PIN for this login, but remind me again next time I login'. The form includes a 'LOG OFF' button and a 'SUMMIT' button at the bottom right.

STEP 2.3

Option 3: I'd like to continue using my SRN and PIN. I don't want to be reminded of this alternative again

If you select the third option you will login using your existing SRN and PIN, and will not be reminded of this alternate login method again.

Please note that it is possible to change your SRN and PIN login to a username and password at a later stage by following the steps outlined in **step 3**.

This screenshot shows the 'Login' form with the third option selected: 'I'd like to continue using my SRN and PIN, I don't want to be reminded again'. The form includes a 'LOG OFF' button and a 'SUMMIT' button at the bottom right.

STEP 3

How to change your SRN and PIN login to a username and password at a later stage.

Once you have successfully logged into Employee Online using your SRN and PIN, navigate to the 'My Details' section in the top menu. Then select the 'Security Details' button located on the left hand side.

From here, please tick the box in the 'Username' field, and then proceed to the bottom of the screen and re-enter your current PIN and then click the 'Submit' button.

The next time you login to Employee Online, the alternative login method screen (featured in **step 2**) will appear and you will be able to update your login credentials to username and password.

This screenshot shows the 'Security Details' form. It includes a 'Username' field with a checkbox to 'create your own Username', an 'Update PIN' section with fields for 'New PIN' and 'Confirm New PIN', and an 'Update Security Questions' section with three questions and their corresponding answers. The form has a 'LOG OFF' button and a 'SUMMIT' button at the bottom right.