Creating an Online Account

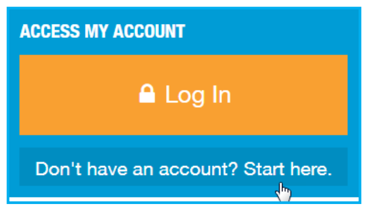
You may access The Standard's online services — illustration software, Policy Inquiry and commissions — by creating a new account. Use this reference guide as you create your account.

How to Create Your New Account

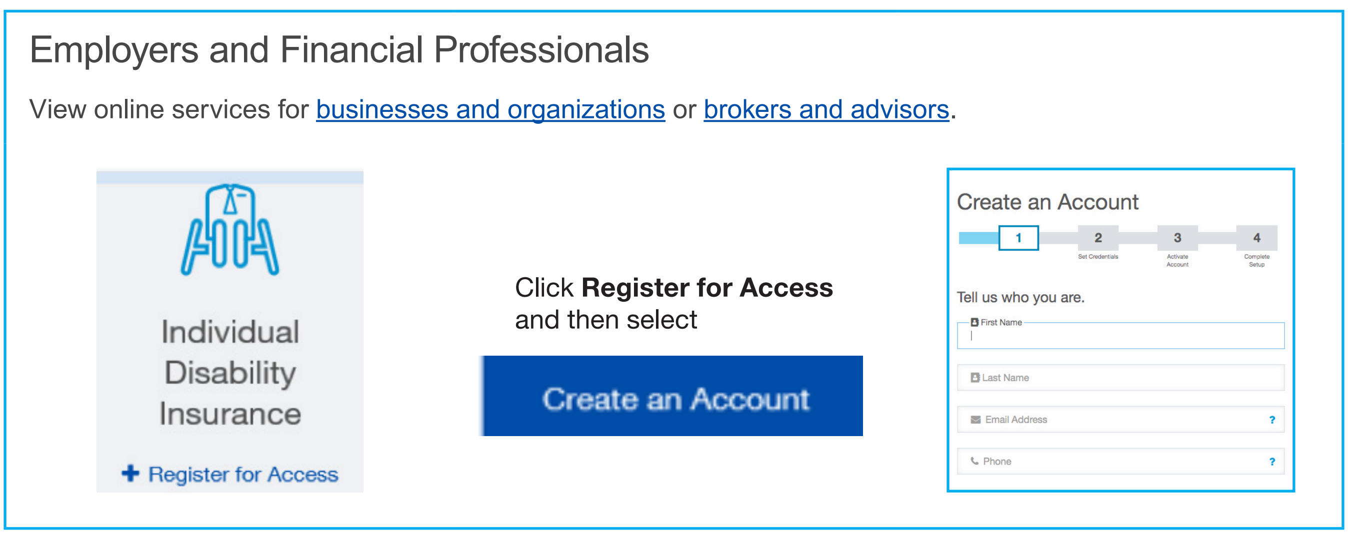
If you haven't logged in to The Standard's portal before, you will need to create a new account.

❶ Go to The Standard's Individual Disability producer website.

❷ In the Access My Account box, click **Don't have an account? Start here.**



❸ In the Create an Account form, enter the contact information and then click **CONTINUE**. To receive future text alerts, be sure to enter a mobile phone number.



❹ Next, 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**.

❺ 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**.

Standard Insurance Company
The Standard Life Insurance Company of New York

Portal Self-Registration Instructions (continued)

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

TheStandard

Your online account with The Standard has been created, but is not yet active. To activate it, please use the link below within 24 hours.

ACTIVATE MY ACCOUNT

This link will expire in 24 hours.

You can then log in with your user name and password to complete your account setup.

Please do not reply.

This email address is not monitored for responses. If you need assistance or would like to report suspicious activity, please contact us.

How to Complete Your New Account

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

❶ 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.

❷ Enter your User Name and Password and then click **LOG IN** to continue.

❸ 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**.

❹ 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.

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 *different* browser, two-step verification will be required.

Tell me more about two-step verification

How do you want to receive codes?

Get a text message	******5555 Message and data rates may apply.
Get an email	ja*****@m****l.com
Get a phone call	******5555

CONTINUE

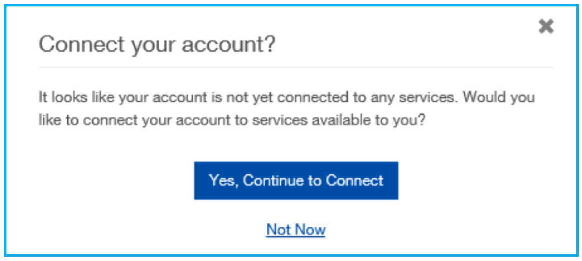
Do I need to do this now?

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

Portal Self-Registration Instructions (continued)

❺ Check your phone or email — depending on the method you selected — for the six-digit verification code. Enter the code and click **CONTINUE**.

❻ In the Connect your account prompt, click **Yes, Continue to Connect**.



❼ On the Account Access page, you'll see the following three access options:

- Retirement Account
- Insurance Benefits, Absences and Leaves
- Financial Professional Services

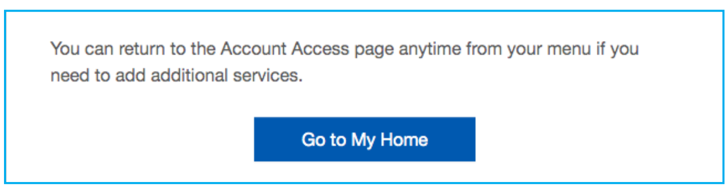
Select the third option, **Financial Professional Services**.

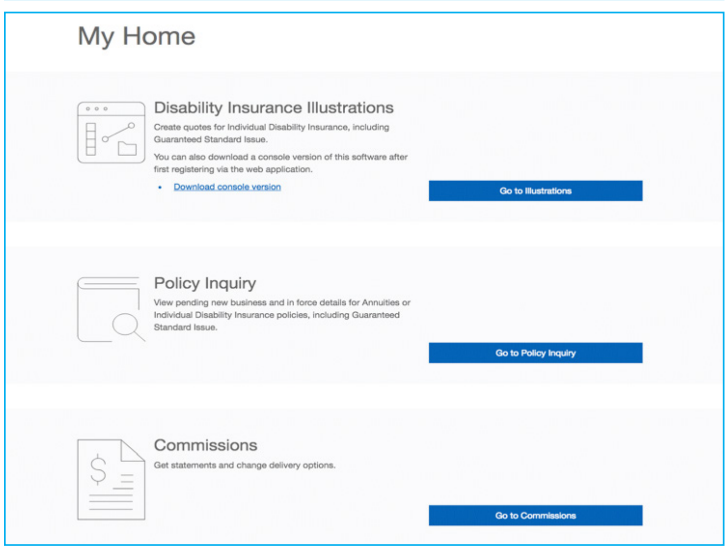
❽ After selecting Financial Professional Services, enter your **Producer ID** and the last five digits of your **Tax Identification Number.**

Now click **Add Services**

Note: Producers 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.

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





Note: You'll be prompted to enter an access code to use the illustration software. Please contact your General Agent for the code.