

Group Retirement & Savings Portal

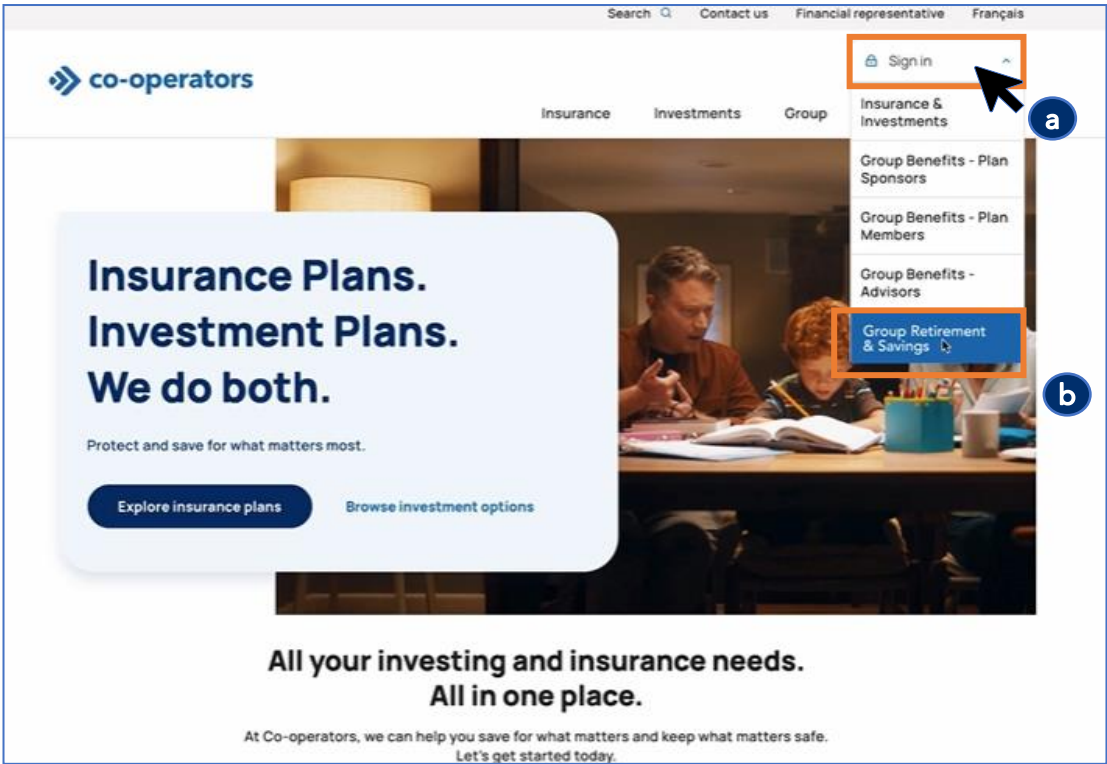
Registration Process

A Quick Reference Guide

Getting started on the registration process.

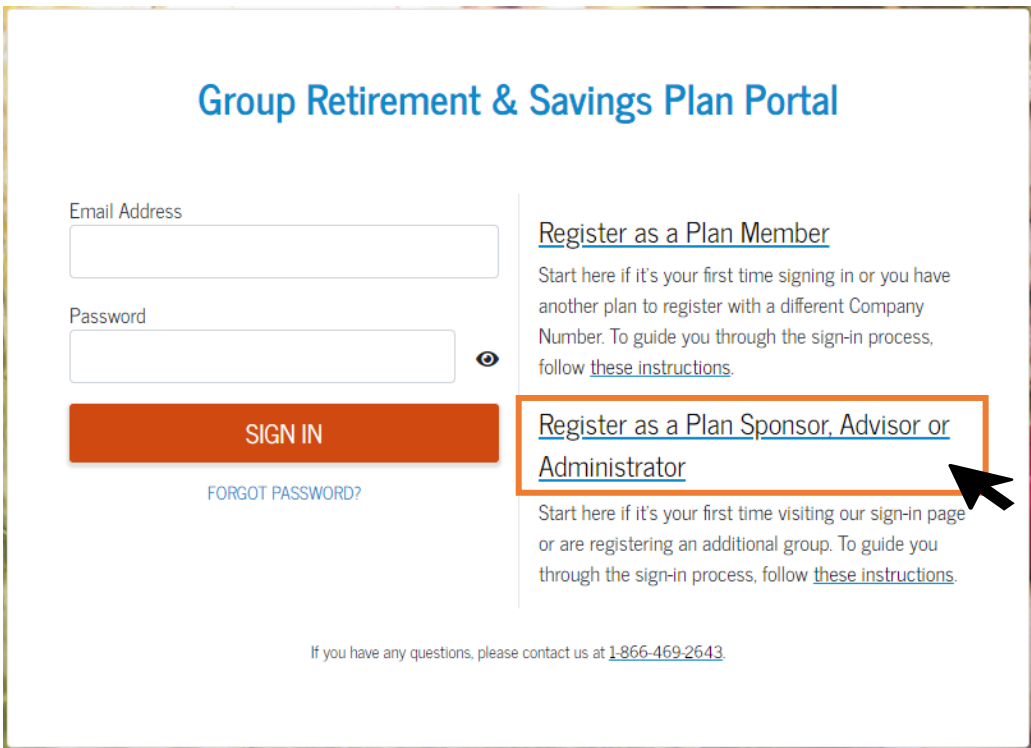
Step 1: Go to cooperators.ca.

- a) Click *Sign in*.
- b) Select *Group Retirement & Savings*.



Step 2: You'll arrive at the sign-in page.

Click *Register as a Plan Sponsor, Advisor or Administrator*.



Need help?
Call 1-866-469-2643.

Begin the registration process.

Step 3: We'll verify your identity using the sign-in credentials sent to you or are using currently.

- a) Input your *Company Number*, *User ID* and *Password*.
- b) Click *CONTINUE*.

Verify your identity

To create your sign-in ID, we need to confirm your identity. Find the information you need in our emails with "Co-operators Online Access" as the subject line.

Company Number

User ID

Password

CANCEL

CONTINUE

Step 4: Create a Sign-in ID using an email address of your choice.

- a) Input your *Email Address**.

Choose a Sign-in ID

Enter the email address you want to use as your Sign-in ID.

Email Address

CANCEL

SEND CONFIRMATION

If you have any questions, please contact us at [1-866-469-2643](tel:1-866-469-2643).

***Attention Group Benefits clients.** If you use the same email address to register for your Group Retirement & Savings plan, we'll allow you to link your Group Benefits and Group Retirement & Savings sign-in IDs for easier and more convenient future sign-ins.

- b) Click *SEND CONFIRMATION* and this message will appear:

We've sent your confirmation Email.

We've sent a confirmation email to `firstname.lastname@companyname.ca` that may take a few moments to arrive in your inbox. Please follow the instructions in the email to complete your registration.

Can't find our email? Ensure you email address is correct or check your spam folder.

- c) Click on the link sent to you in the confirmation email to complete your password and security.

Need help?

Call 1-866-469-2643.

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Complete the registration process.

Step 5: You'll create your password and choose security questions to secure your Sign-in ID.

- a) Enter a password and ensure all security requirements are met.
- b) Choose from existing Security Questions and enter answers.
- c) Click SAVE.

Let's secure your Sign-in ID

Create a password. For your security, passwords must contain at least:

- ✗ 8 characters
- ✗ One upper case letter
- ✗ One lower case letter
- ✗ One number
- ✗ One special character or symbol
- ✓ Cannot use any part of your email address

Next select two unique security questions using the dropdown list and provide your answers. We'll use these to help you reset a forgotten password.

Create Password

Security Question 1
What was your dream job as a child?

Answer 1

Security Question 2
What was your dream job as a child?

Answer 2

SAVE

If you have any questions, please contact us at [1-866-469-2643](tel:1-866-469-2643)

Step 6: Thank you. You're done with the registration process!

Success. You've completed your registration.

Congratulations! Your Sign-in ID is active and you are now signed in.

Click CONTINUE to see your plan. Click SIGN OUT if you're done.

CONTINUE

SIGN OUT

If you have any questions, please contact us at [1-866-469-2643](tel:1-866-469-2643)

One-time email verification for your new Sign-in ID.

You'll be asked to verify your Sign-in ID the first time you use it. Click on *Send me the code*.

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Verify with Email Authentication

Send a verification code to f...e@companyname.ca.

Send me the code

Enter the *Verification code* provided and click *Verify*.

A verification code was sent to f...e@companyname.ca. Check your email and enter the code below.

Verification code

Verify

You'll now be signed into your Group Retirement & Savings account.

Need help?
Call 1-866-469-2643.