

V2020 / OneView Client Registration Instructions

Step 1

Client must contact our office and request on-line account access.

Client will receive an email invitation from albridgesfcustomerservice@albridge.com. The subject line will read **Invitation for Online Access**.

View the Investor View online access registration email to retrieve client Access Code. *****Access code is valid for 24 hours*****

Step 2

Click on URL located in the email.

*****Remember the Access Code*****

Step 3

Complete the four steps of the registration process:

- SSN & Access Code
- User Agreement
- Personal Information
- Review and Submit

Below is a screenshot of the registration page.

The screenshot shows a registration page with a progress bar at the top. The progress bar has four steps: 1. SSN & Access Code, 2. User Agreement, 3. Personal Info, and 4. Review and Submit. Step 1 is currently active. Below the progress bar, there is a section titled "Please enter your Social Security Number and Access Code:". This section contains two input fields: "Social Security Number:" (with a placeholder "(e. 111223333)") and "Access Code:". Below these fields is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA" logo. At the bottom of the page, there are two buttons: "Cancel" and "Next >".

Username requirements

- Must be between 6 and 20 characters
- May NOT contain the last four digits of your SSN/TIN
- Must be different than previous username

Password requirements

- Must contain a minimum of 8 characters
- Must contain at least one numeric and one alphabetic character
- Must be different from your Username
- Must be different from your previous 5 passwords
- May not be the same as the access code