

HOW TO ACCESS EMPIRE LIFE GROUP ADVISOR PORTAL



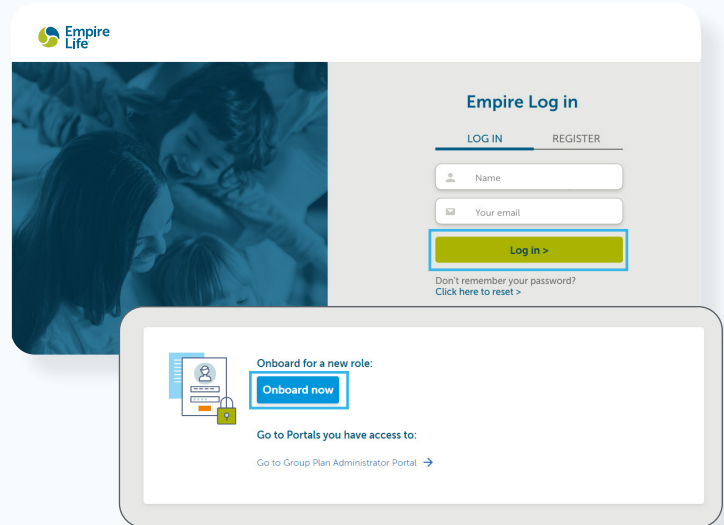
1 Click this [link](#) to go to the login and registration page.

2 Registering for your new role

a) You already have an account on our retail/new Group Administrator/Business Centre portals?

Log in with your current credentials and click **Log In**.

In the next window, click on **Onboard now**.



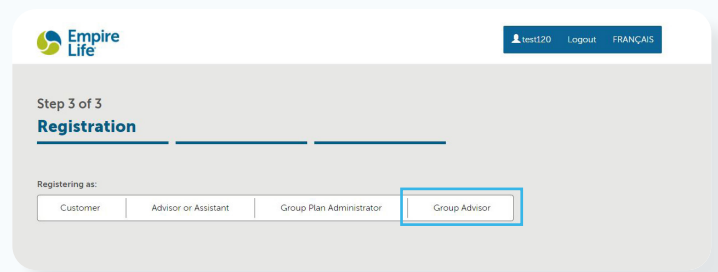
b) You are a new user of the Empire Life Portals

Click on **Register**, next create your username and password, and confirm your email address on the first screen. Please note that your username and password are case sensitive. They are meant for you exclusively and are not to be distributed to anyone—either inside or outside your company. Check the box to confirm your consent to the Terms and Conditions of use.

By clicking on **Continue**, you are sending a verification email to verify your email address. Open this email, and click the link to activate your account. This will lead you to the final step in the registration process.

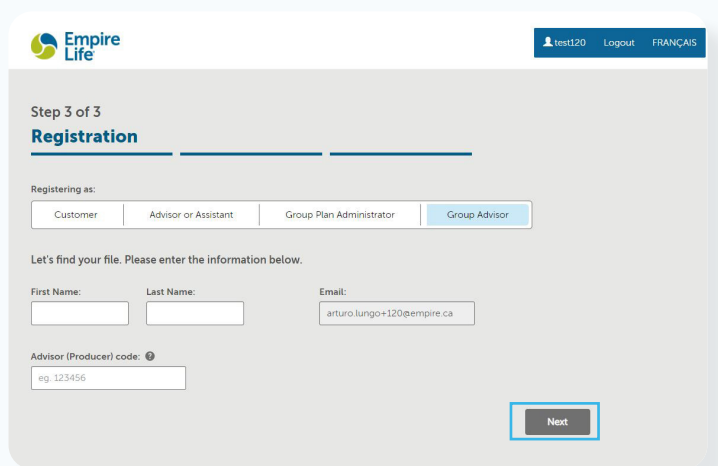


- 3** Click the role **Group Advisor** to continue your onboarding.



The screenshot shows the 'Step 3 of 3 Registration' page. At the top right, there is a user profile 'test120', a 'Logout' link, and a language selector 'FRANÇAIS'. Below the title, there is a section 'Registering as:' with four radio button options: 'Customer', 'Advisor or Assistant', 'Group Plan Administrator', and 'Group Advisor'. The 'Group Advisor' option is selected and highlighted with a blue border.

- 4** To validate your identity, you will need to enter your information below and click **Next**.



The screenshot shows the 'Step 3 of 3 Registration' page. The 'Group Advisor' role is selected. Below the role selection, there is a section 'Let's find your file. Please enter the information below.' with three input fields: 'First Name', 'Last Name', and 'Email'. The 'Email' field contains the text 'arturo.lungo+120@empire.ca'. Below these fields is an 'Advisor (Producer) code:' field with a help icon and the example text 'eg. 123456'. A 'Next' button is located at the bottom right of the form.

- 5** Once your information is validated successfully, you are granted immediate access to the Group Advisor Portal. If applicable, access to the Business Centre (Fasatweb) will also be granted within the next 24-48 hrs.

Welcome, and enjoy your easy access to the information you need.

> If you need help, please contact your Empire Life sales team or contact Group Advisor Services by email at group.advisor@empire.ca.

FOR ADVISOR USE ONLY

® Registered trademark of The Empire Life Insurance Company. Policies are issued by The Empire Life Insurance Company.

The Empire Life Insurance Company
259 King Street East, Kingston, ON K7L 3A8

Insurance & Investments – Simple. Fast. Easy.®
empire.ca info@empire.ca 1 877 548-1881

GRP-2855-EN-09/20

