

# FIRST TIME USER PROCESS

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1. Go to **www.standard.com/enroll**
2. Click on **Need a Login?**

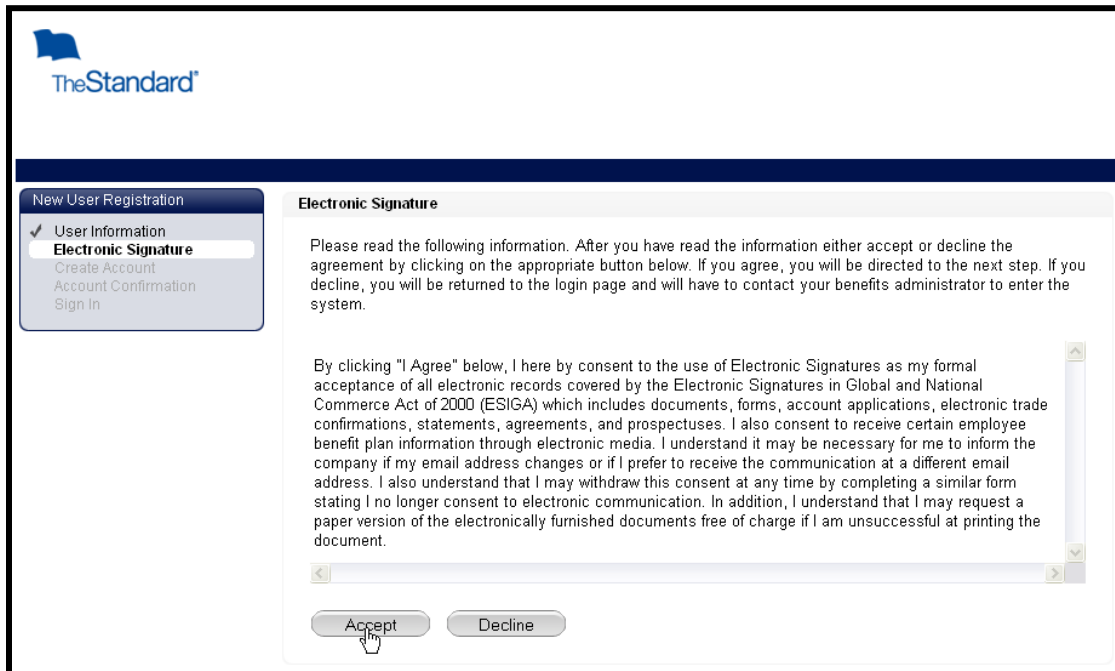


3. Type in your **Banner ID (in Social Security Number field), Company Key and Date of Birth**. Your Company Key is **“thestandard”**. The company key is case sensitive and will pre-fill in the field for you.

The screenshot shows the 'User Information' registration form. At the top left is the 'TheStandard' logo. Below it is a navigation menu with 'New User Registration' selected, containing links for 'User Information', 'Electronic Signature', 'Create Account', 'Account Confirmation', and 'Sign In'. The main content area is titled 'User Information' and contains the following text: 'Welcome to The Standard Online Enrollment System. Here you can create your unique User Name and Password in order to enroll in benefits through The Standard. To create your account, please enter your Social Security Number or Employee ID, Company Key and Date of Birth in the fields below as indicated in your First Time User Instructions. After you have completed these fields, click on Continue to move to the next step.' Below this is a note: 'If you are sure your date of birth, company key, and SSN or Employee ID are entered properly and are unable to create a User Name and password, please contact 1-866-623-0622 to verify your user information.' The form includes a pre-filled 'Company Key' field with the value 'thestandard' and a note '(case sensitive)'. Below it are three input fields: 'Social Security Number' (with a placeholder '(123-45-6789)'), 'Employee ID', and 'Date of Birth' (with a placeholder '(MM/DD/YYYY)'). At the bottom are 'Continue' and 'Cancel' buttons.

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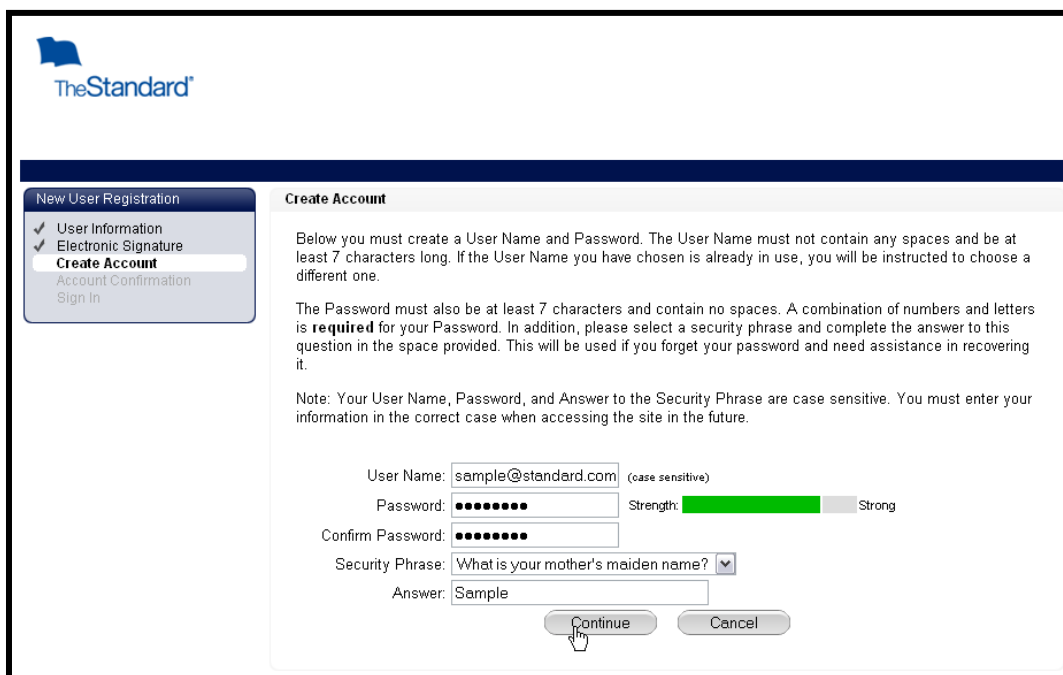
4. Read through the Electronic Signature notification and click **“Accept”** to move forward.



The screenshot shows the 'Electronic Signature' step of the registration process. On the left, a navigation menu under 'New User Registration' includes 'User Information', 'Electronic Signature' (highlighted), 'Create Account', 'Account Confirmation', and 'Sign In'. The main content area is titled 'Electronic Signature' and contains a paragraph of text explaining the terms of use for electronic signatures. Below the text are two buttons: 'Accept' and 'Decline'. A mouse cursor is pointing at the 'Accept' button.

5. Create your User Name and Password. Confirm your password (at least 7 characters). Select your security phrase and answer. Click **“Continue”**. Please make a note of your ID and password for future use.

**Helpful Hint:** There are 3 Security Phrases you can choose to help if you forget your password in the future. Please choose the phrase that best suits you.

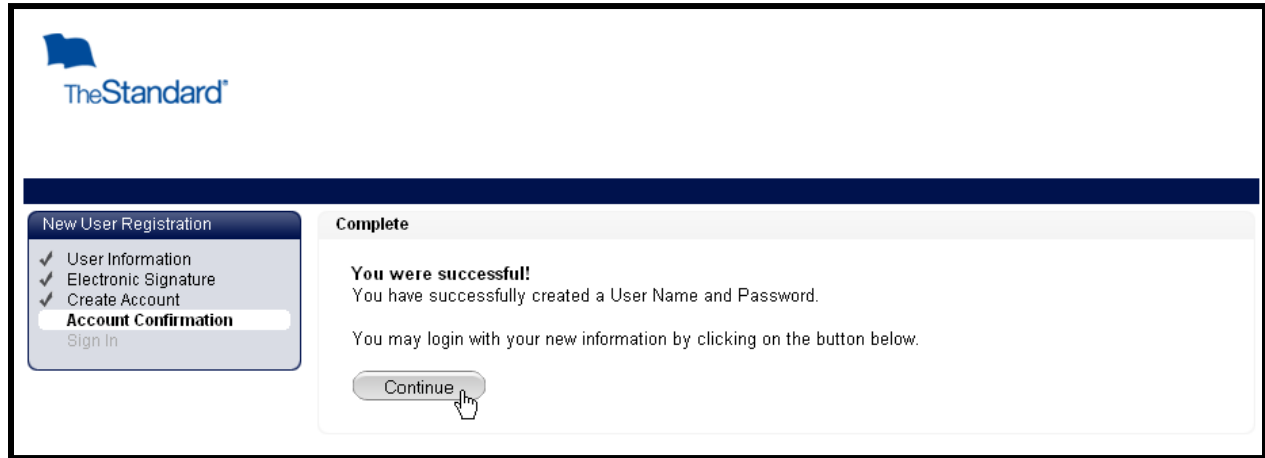


The screenshot shows the 'Create Account' step of the registration process. On the left, a navigation menu under 'New User Registration' includes 'User Information', 'Electronic Signature', 'Create Account' (highlighted), 'Account Confirmation', and 'Sign In'. The main content area is titled 'Create Account' and contains instructions for creating a user name and password. Below the text are input fields for 'User Name', 'Password', 'Confirm Password', 'Security Phrase', and 'Answer'. A 'Strength' indicator is shown next to the password field. At the bottom, there are 'Continue' and 'Cancel' buttons. A mouse cursor is pointing at the 'Continue' button.

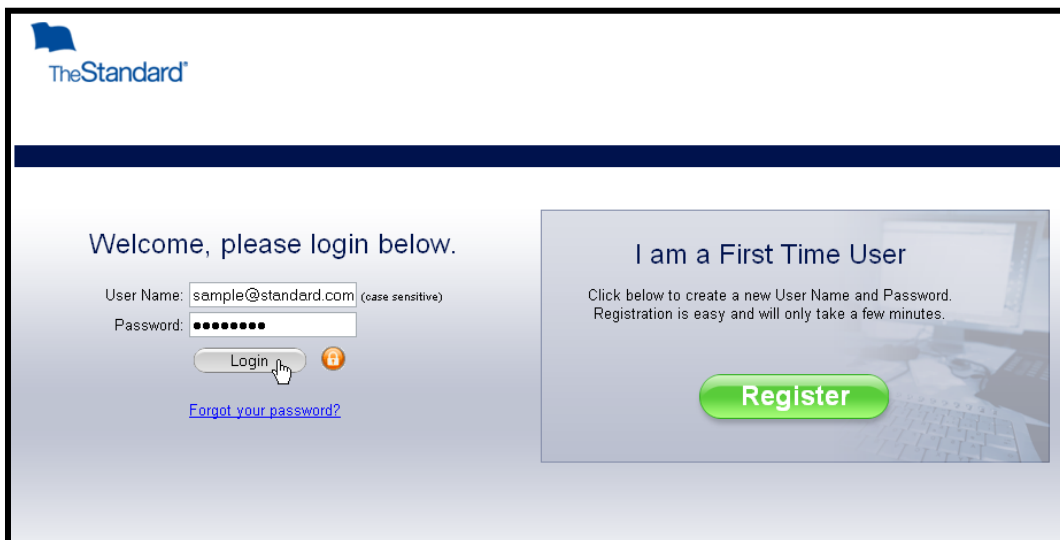
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- Click **“Continue”** to proceed to Login Page.



- Login with your new User Name and Password that you just created in step 5 above.



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8. Begin your enrollment by clicking on the Green button.

