

smartMonday Adviser Portal

Registration (initial log in) guide

Who should use this guide?

These instructions should be used by a registered smartMonday adviser **when you first log into (register for) the smartMonday Adviser Portal.**

If you are not a registered smartMonday adviser, you will not be able to register for the portal. For information about becoming a registered adviser please contact the smartMonday contact centre on 1300 614 644 from 8.30am to 5.00pm (AEST/AEDT), Monday to Friday.

Please note, if you have multiple adviser ID's - you will need to register and log in separately.

Before you register

In order to complete the registration process, you will need access to the email address you have registered against your Adviser Record and a mobile phone.

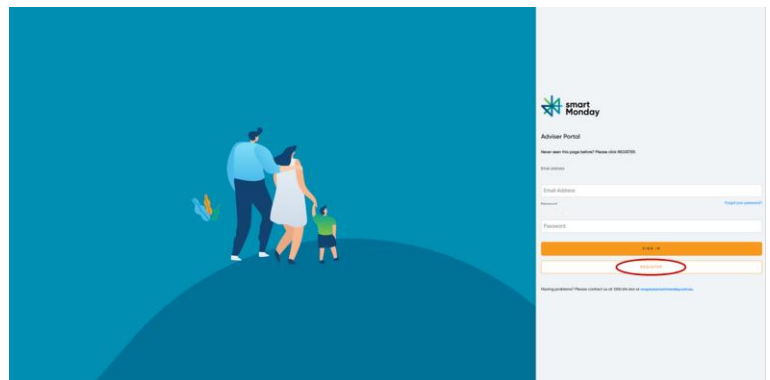
Let's get you registered

Step 1

Visit <https://adviser.smartmonday.com.au/>.

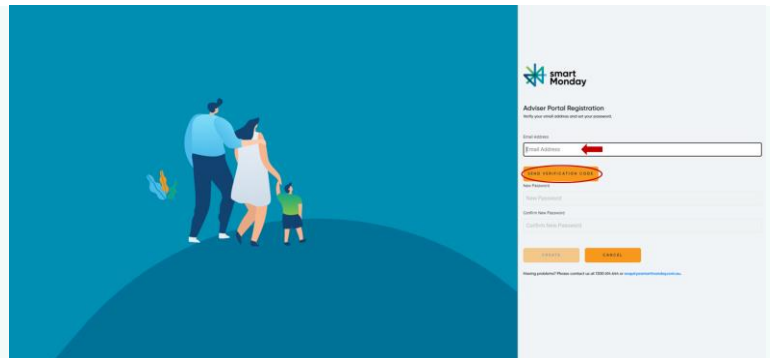
Step 2

Select the 'REGISTER' button located under the block orange Sign-In button.



Step 3

Add your email address (the one registered against your adviser record) and select 'SEND VERIFICATION CODE'.



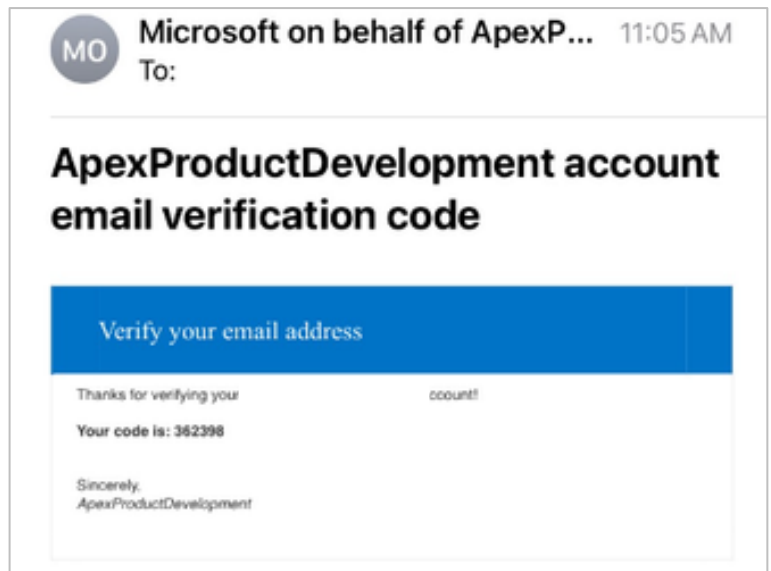
Step 4

Check your email. An email, with a verification code, will have been sent to your email address.

The email will come from noreply@smartmonday.com.au. The email should arrive almost immediately and will appear like the adjacent example. If the email doesn't arrive, please check your junk folders.

If you still haven't received the verification code, try clicking on the 'SEND NEW CODE' button to request a new code.

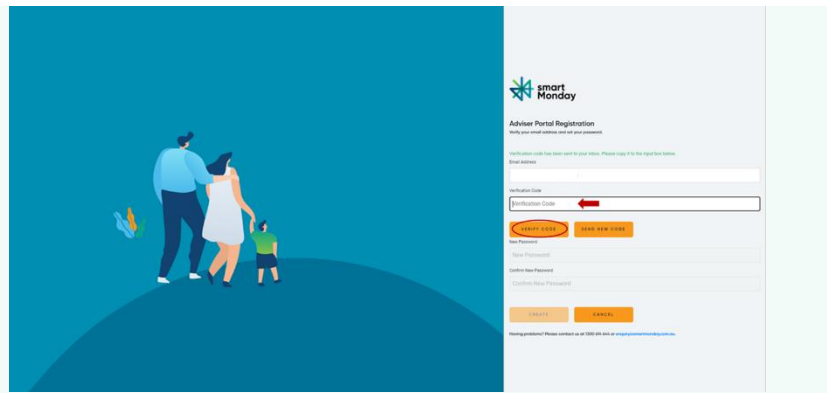
You can also call the smartMonday contact centre on 1300 614 644 from 8.30am to 5.00pm (AEST/AEDT), Monday to Friday or email adviser@smartmonday.com.au for further assistance.



Step 5

Add the verification code to the field provided and click the 'VERIFY CODE' button.

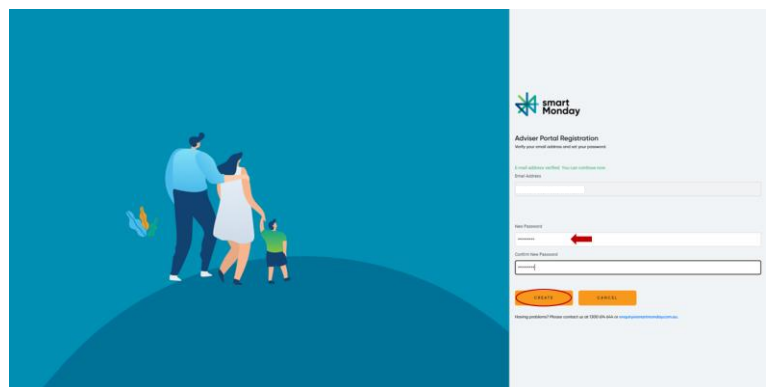
If the code expires before you enter it click the 'SEND NEW CODE' button to request a new code.



Step 6

Once the code has been verified, the password section of the screen will become available. You can now set your password and select the 'CREATE' button.

Please note, your password should consist of between 8 and 64 characters and should include at least 3 of the following elements: uppercase letters, lowercase letters, numbers and symbols (special characters).

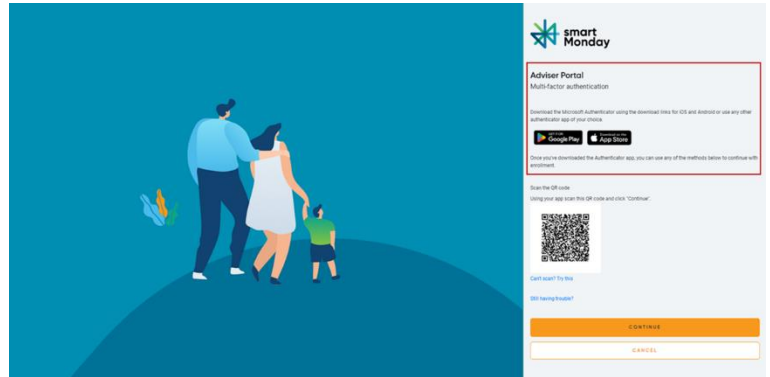


Step 7

Once your password has been set, you will need to download the Authenticator App onto your mobile phone (you can skip this step and progress to Step 8 below if you already have the App on your phone). The following screen will be displayed.

Do not scan the QR code at this stage.

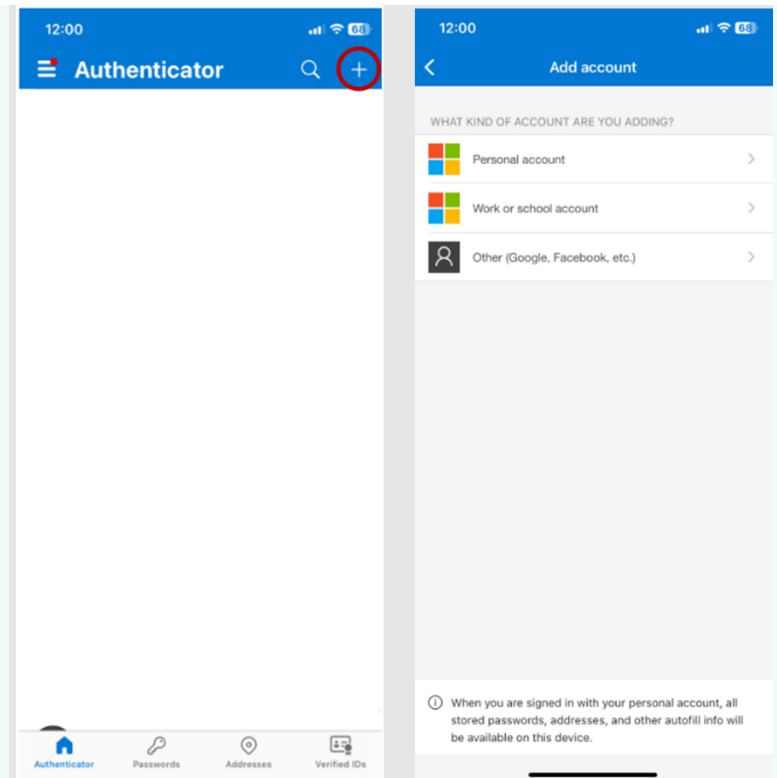
Instead, follow the instructions at the top of the screen to download the Microsoft Authenticator App onto your phone.



Step 8

Once you have downloaded the App, select the '+' symbol at the top of the screen.

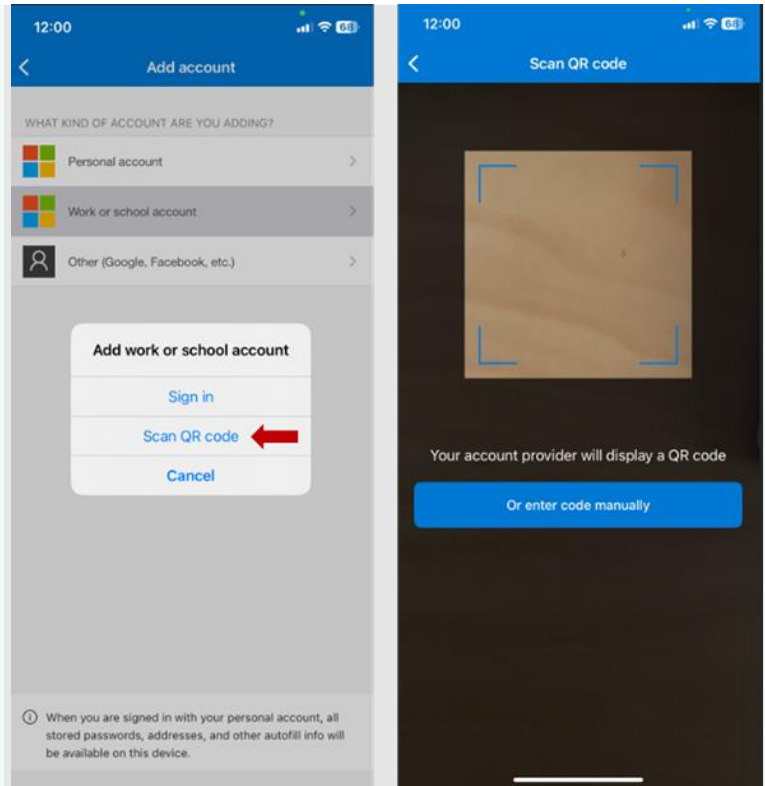
You will then be taken to a second screen which allows you to select what type of account you want to add. You should select the account type that is best for you.



Once you have selected one of the options, you will see a prompt that asks how you would like to add the account, select 'SCAN QR CODE'.

The App may ask for access to your camera, which you should accept. You should then scan the QR code on the Adviser Portal registration screen using your phone's camera.

Once the QR code has been scanned, the Adviser Portal will become an entry on the Authenticator App, and a new code will be provided every 60 seconds.



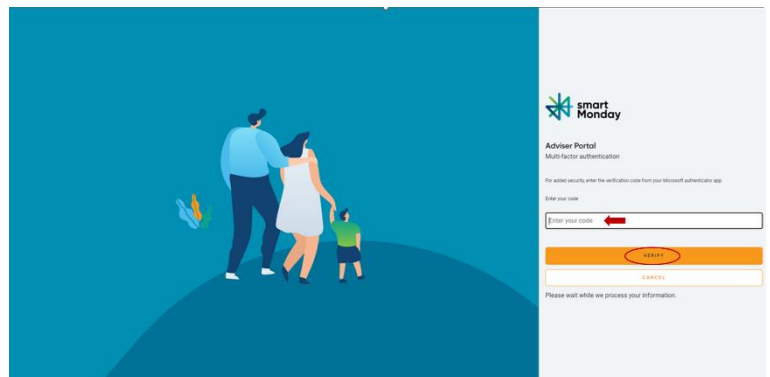
Step 9

Back on the Adviser Portal you should now select 'CONTINUE'.

The screen will change to the adjacent where you will need to add the code currently being displayed on the Authenticator App and select 'VERIFY'.

You should now be redirected to your Adviser Portal dashboard.

In the future, to log in, you will only need to enter your registered email address, the password you created while registering and the verification code from your Authenticator App.



For more information about how to use the smartMonday Adviser Portal please refer to the [user guides](#) available on our website.

Got questions?

For **questions about the Adviser Portal and member accounts**, please call the smartMonday contact centre on 1300 614 644 from 8.30am to 5.00pm (AEST/AEDT), Monday to Friday or email adviser@smartmonday.com.au.

Prepared by smartMonday Solutions Limited ABN 48 002 288 646, AFSL 236667, the sponsor of the Smart Future Trust ABN 68 964 712 340 RSE Registration No R1000566.