

## Access

To enroll or login to Equity Trust Company's online account management portal, go to:  
[www.myequity.com](http://www.myequity.com)

## Enrollment

To begin the enrollment process, click on the link under "Don't have an online account?"

**Note:** Prior to starting the enrollment process you must have submitted an Account Application and received your Account Number.



The security of your account and retirement is critically important to us. As the nature of online threats continues to evolve, so do we. [Click here to learn more about new security features.](#)

## Enter your login information

**Username**

Continue

**Forgot Password?**

[Click here to reset your password](#)

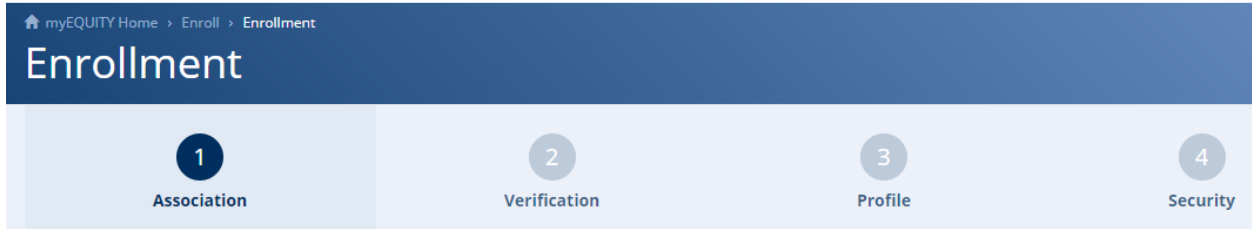
**Forgot Username?**

[Click here to recover your username](#)

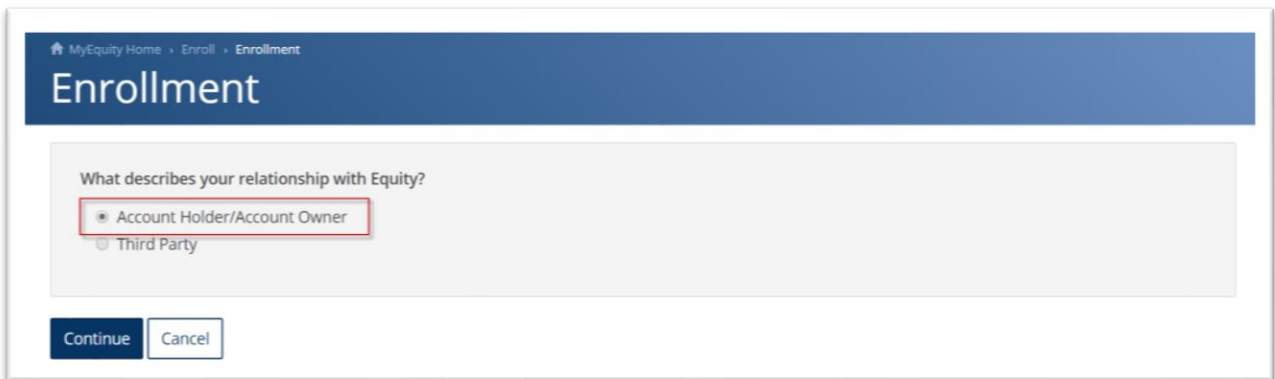
**Don't have an online account?**

[Enroll in myEQUITY](#)

The Enrollment wizard will consist of four steps that will allow you to verify your account information, set your username and password, and select your multi-factor authentication method.



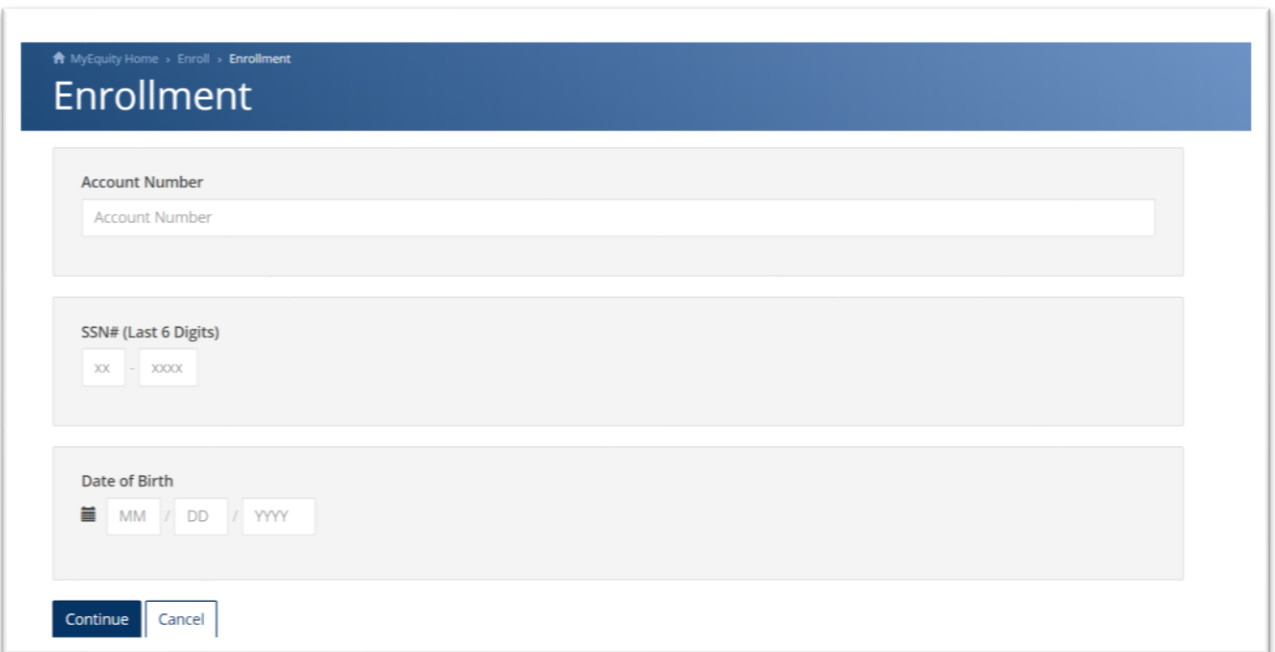
On the first step, select the relationship of “Account Holder/Account Owner”



The screenshot shows the 'Enrollment' page with the question 'What describes your relationship with Equity?'. Two radio button options are visible: 'Account Holder/Account Owner' (which is selected and highlighted with a red box) and 'Third Party'. Below the options are 'Continue' and 'Cancel' buttons.

On the second step of the enrollment process you will enter:

- Equity Trust Company Account Number
- Last 6 of your Social Security Number
- Date of Birth



The screenshot shows the 'Enrollment' page with three input fields: 'Account Number', 'SSN# (Last 6 Digits)', and 'Date of Birth'. The 'Date of Birth' field includes a calendar icon and dropdown menus for MM, DD, and YYYY. Below the fields are 'Continue' and 'Cancel' buttons.

*Equity Trust Company is a directed custodian and does not provide tax, legal or investment advice. Any information communicated by Equity Trust Company is for educational purposes only, and should not be construed as tax, legal or investment advice. Whenever making an investment decision, please consult with your tax attorney or financial professional.*

### Tips for Selecting a Secure Password!

**Longer is Better:** Consider using a "pass phrase" instead of a short password. A password consisting of a sentence, song lyric, quote, or even a few random words makes for a password that is easy for you to remember and hard for attackers to hack. We recommend that your password be at least 14 characters in length.

**Keep it Impersonal:** Try to avoid using words, names, or phrases that might be easily associated with your interests such as names of family members, pets, favorite sports teams, or schools you have attended. Attackers comb social media looking for these clues!

**Don't Reuse Passwords:** The password you use for your myEQUITY account should not be used for any of your other online accounts. When you reuse passwords, you put yourself at risk of having your myEQUITY account compromised due to a third-party website being breached.

### Username

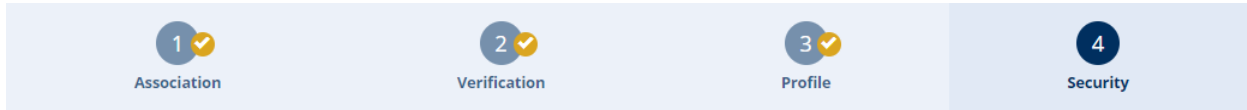
### Password

### Retype Password

After this information has been entered and verified you will be instructed to create:

- Username
  - The username will be verified that it is available. If your username is not available, please enter an alternative.
- Password
  - Your password should be something that you will remember and is secure. The password must meet the following minimum requirements:
    - At least one upper and one lower case letter
    - A minimum of 14 characters
    - One digit is required or one special character (~,`,!,@,#,\$,%,&,\*,(,),\_- ,+,{,},[,],|,;,:,<,>,.,?,/)
    - No spaces permitted or apostrophe and double quote

Once you have established your Username, and Password, you will be taken to the security step to select a secondary factor.



To further secure your myEQUITY access, you are required to select additional factor for authentication. The Multi-Factor Authentication selection made at this time will be used to in the instances where Equity Trust Company security policies determine an additional authentication challenge is required to complete your login to myEQUITY or submit a transaction request.

### Multi-Factor Authentication

- **Okta Verify Passcode**

Okta Verify App is an app downloaded to your phone. The app provides the option to use a One Time Passcode (OTP) that is generated as a six-digit code that will be entered into myEQUITY for verification.

- **Okta Verify Push Notification**

Okta Verify App also allows you to select to have a push notification sent to your phone or smart watch. By confirming the request within the notification on your device, it will allow you to complete the login to myEQUITY without entering the code directly into the website.

- **Google Authenticator**

Google Authenticator is an app that is download to your phone. The app generates a six-digit code that will be entered into myEQUITY for verification.

The following options are also available, these should only be selected if your device does not meet the requirements for either of the app above.

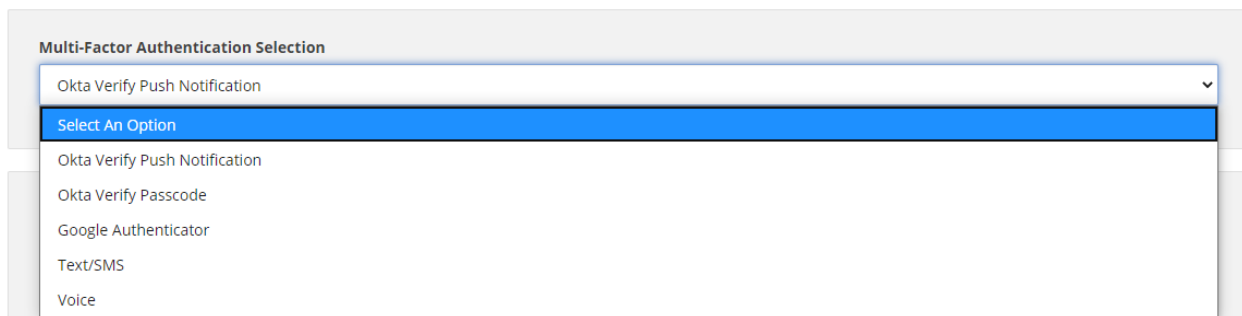
- **Text/SMS**

You will receive a text to your primary phone listed on your Equity Trust account, with a code. That code that will be entered into myEQUITY for verification.

- **Voice**

You will receive a robotic call to your primary phone listed on your Equity Trust account, with a code. That code that will be entered into myEQUITY for verification.

The list of options to select from include: two apps that are downloaded to your smart phone (Okta Verify or Google Authenticator) or a having a one-time passcode sent via Text/SMS or Voice.



Once you have made your select, following the instructions provided to complete the factor set-up. Additional resources are provided on the screen or can be reviewed here:

Okta Verify: <https://support.okta.com/help/s/setting-up-mfa-for-end-users>

Google Authenticator: <https://support.google.com/accounts/topic/7667164?hl=en>