

## Online Access Instructions

*If you are a David A. Noyes & Company client, but do not yet have access to your account online, please call the Contact Center at **1-877-488-3748** to request enrollment in Access online.*

A Contact Center representative will guide you through the following five simple and easy steps to get you started online.

### STEP 1

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Call the Client Contact Center number at 1-877-488-3748 to request a User Name and temporary Password for your account to be enrolled for inquiry-only access to our website.

### STEP 2

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You will be asked to provide four pieces of information, such as:

- Account number
- Registration
- Social Security number
- Birthday
- Phone number
- Value of account
- Rep Code

This step is necessary to verify that you are the registered account owner.

### STEP 3

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You will be asked to provide a User Name you would like to use, and then be issued a temporary Password.

### STEP 4

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You will need to logon to the site in order to change your temporary password to a permanent password of your choosing.

### STEP 5

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The Client Contact Center representative will also explain how to login for the first time. You will also be reminded of the Online Agreement, which you will see upon logging in for the first time.