



## Annuities

### Create an Online Account

As an individual annuity policyowner, joint owner or trustee, you can log in to The Standard's Annuity Portal to view your policy information. The Standard uses secure, online accounts to protect your information and provide access to your annuity policy data. To view your policy information, you'll need to create an online account.

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#### Get Started

*Please allow 15 minutes for initial setup*

You will need the following items to create a new online account:

- A computer, or other device, with access to the internet and to your email
- Your date of birth
- Your mailing address ZIP Code
- The last six digits of your Social Security number
- Your email address and your phone number

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#### Create an Account

1. Open a browser window, such as Chrome or Safari.
2. Go to [standard.com/individual/products-services/annuities](https://standard.com/individual/products-services/annuities) to open The Standard's annuity page.
3. Select **Log In**.

#### Access Your Account

Go to the Annuity Portal to view your policy information, including values and financial activity. You can also download statements and tax forms.

Log In

4. If you haven't already, create an account to begin the self-registration process.

**Log In**

New here? [Create an account](#) to connect to services.

User Name

Password

Show

**LOG IN**

[Cancel](#)

[Forgot user name?](#) | [Forgot password?](#)

5. Under the **My Annuity** section, select **Create an Account**.

**Create an Account**

**What are you attempting to access?**

If you already have an account, you may [log in](#).

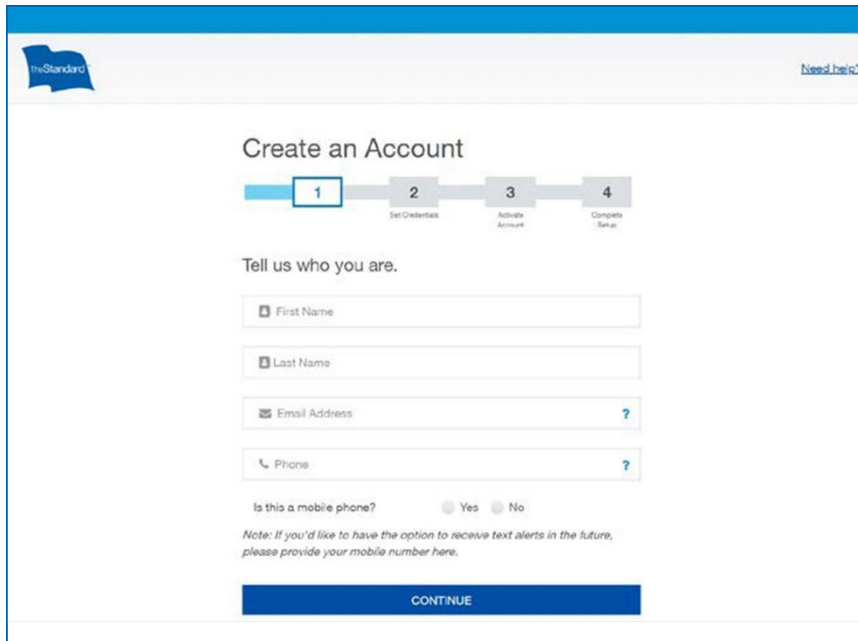
My Retirement Plan

My Annuity

See your policy details, values and statements. Need help? See our [Annuity Portal Guide](#).

**Create an Account**

6. On the Create an Account page, enter your contact information and select **CONTINUE**.

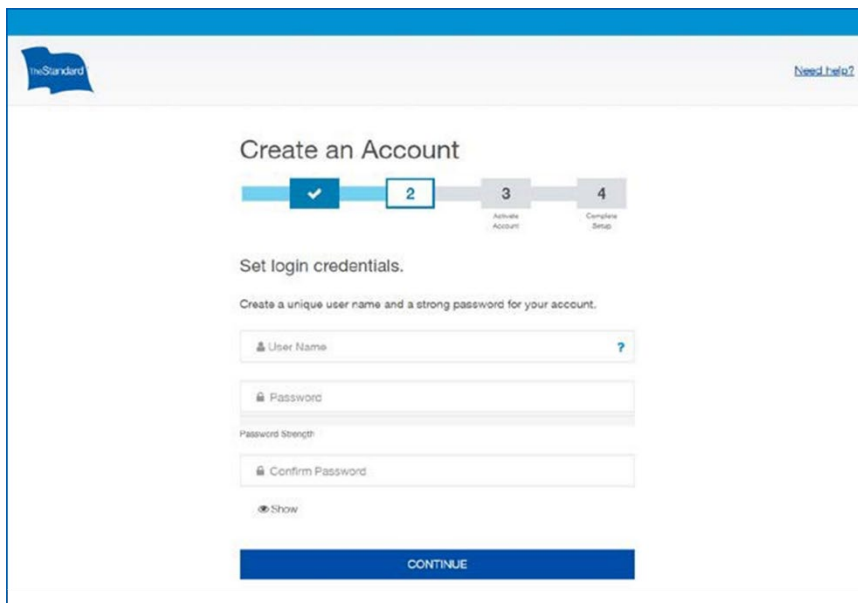


The screenshot shows the 'Create an Account' page with a progress bar at the top indicating four steps: 1 (highlighted), 2 (Set Credentials), 3 (Activate Account), and 4 (Complete Setup). Below the progress bar, the heading 'Tell us who you are.' is followed by four input fields: 'First Name', 'Last Name', 'Email Address', and 'Phone'. Each field has a small icon to its left and a question mark to its right. Below the 'Phone' field, there are two radio buttons labeled 'Yes' and 'No' with the text 'Is this a mobile phone?'. A note below the radio buttons reads: 'Note: If you'd like to have the option to receive text alerts in the future, please provide your mobile number here.' At the bottom of the form is a blue 'CONTINUE' button.



If you'd like to receive text alerts in the future, please be sure the phone you enter here is a mobile phone.

7. In Step 2, create an account **User Name** and **Password**, and then select **CONTINUE**.

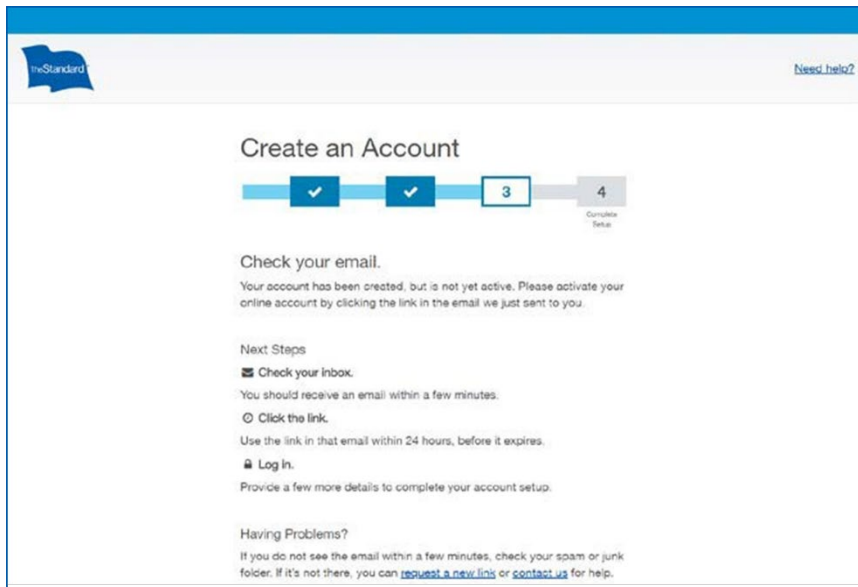


The screenshot shows the 'Create an Account' page with a progress bar at the top indicating four steps: 1 (completed with a checkmark), 2 (highlighted), 3 (Activate Account), and 4 (Complete Setup). Below the progress bar, the heading 'Set login credentials.' is followed by the instruction 'Create a unique user name and a strong password for your account.' There are three input fields: 'User Name', 'Password', and 'Confirm Password'. Each field has a small icon to its left and a question mark to its right. Below the 'Confirm Password' field, there is a 'Show' button with an eye icon. At the bottom of the form is a blue 'CONTINUE' button.

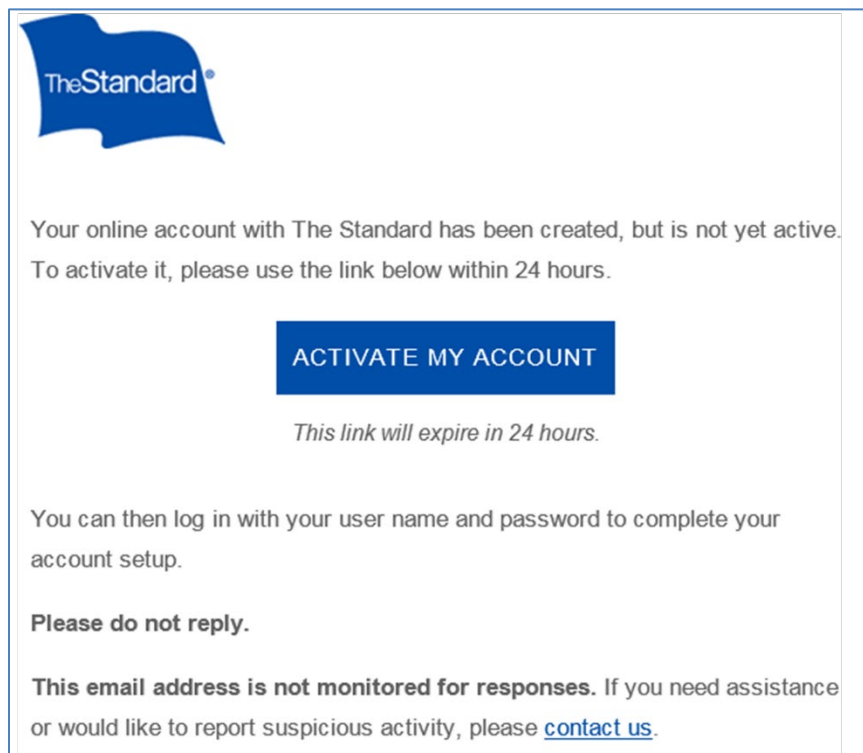


- Your user name must have 7 – 20 characters, no spaces and no @ symbol.
- Your password must have at least 10 characters, a lower-case letter (like a), an upper-case letter (like A), and a number or special character (like 1 or \$).

Once you select **CONTINUE**, you will receive an activation email. If you don't receive your email in 5 - 10 minutes, please check your Spam folder.

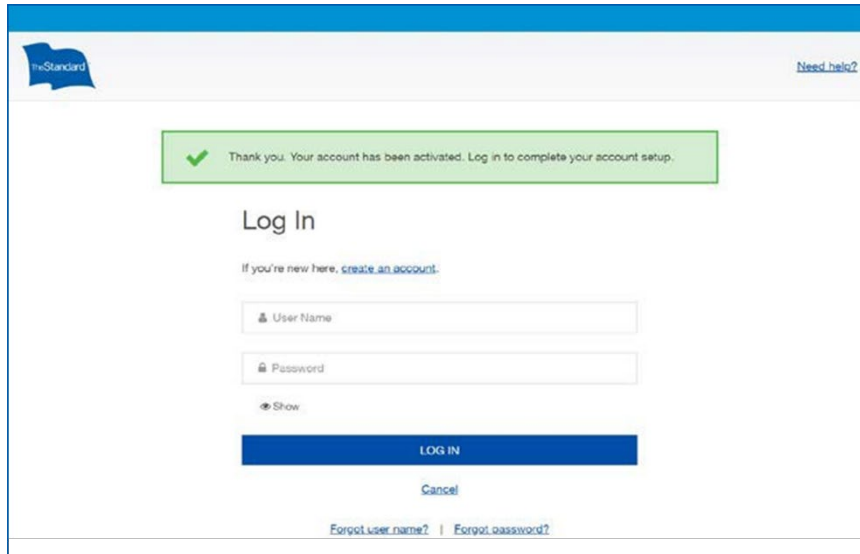


8. Open the Activate Your Online Account email from The Standard <verify@standard.com>, and then click the **ACTIVATE MY ACCOUNT** link. You must click the link within 24 hours to verify and activate your account.



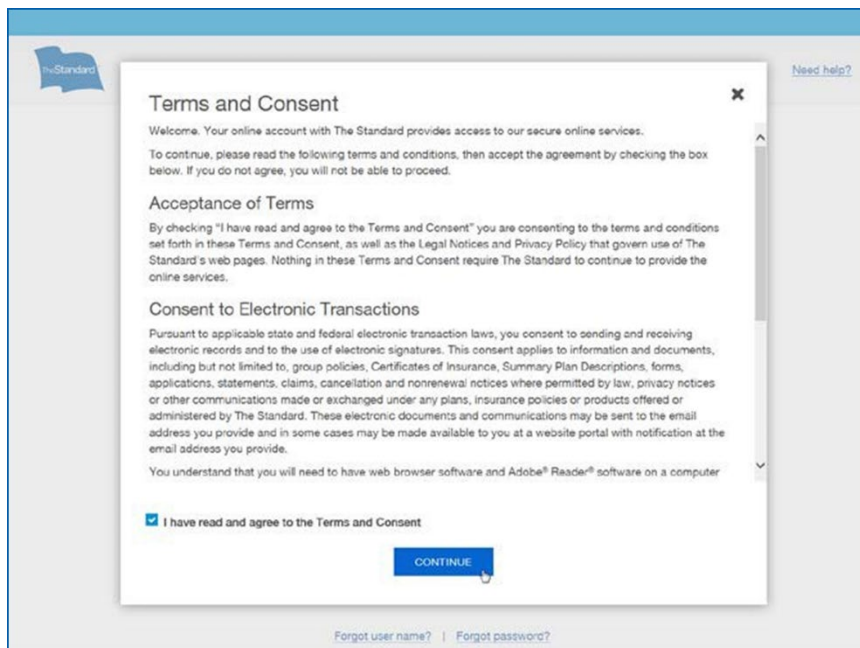
Once you've clicked the **ACTIVATE MY ACCOUNT** link, you'll be taken to the Annuity Portal login page. Here, complete your account setup and connect to the Annuity Portal.

9. In the Log In form, enter your **User Name** and **Password**, and then select **LOG IN**.



The screenshot shows the 'Log In' page of The Standard website. At the top left is the 'The Standard' logo, and at the top right is a 'Need help?' link. A green notification box at the top center contains a checkmark and the text: 'Thank you. Your account has been activated. Log in to complete your account setup.' Below this is the 'Log In' heading. A link 'If you're new here, create an account.' is positioned above the input fields. There are two input fields: 'User Name' and 'Password'. Below the password field is a 'Show' toggle. A blue 'LOG IN' button is centered below the fields, with a 'Cancel' link underneath. At the bottom, there are links for 'Forgot user name?' and 'Forgot password?'.

10. After logging in, review the Terms and Consent statement, click to acknowledge **I have read and agree to the Terms and Consent**, and then select **CONTINUE**.



The screenshot shows a 'Terms and Consent' dialog box overlaid on the website. The dialog has a title bar with a close button (X) and a 'Need help?' link. The text inside reads: 'Welcome. Your online account with The Standard provides access to our secure online services. To continue, please read the following terms and conditions, then accept the agreement by checking the box below. If you do not agree, you will not be able to proceed.' Below this is the 'Acceptance of Terms' section, followed by 'Consent to Electronic Transactions'. At the bottom, there is a checkbox labeled 'I have read and agree to the Terms and Consent' which is checked. A blue 'CONTINUE' button is located below the checkbox. At the bottom of the dialog, there are links for 'Forgot user name?' and 'Forgot password?'.

11. Next, you'll set up an additional layer of security called two-step verification.

This feature requires two things when you log in to access your account from an untrusted browser:



- Something you know (your user name and password)
- Something you have (your phone or computer).

You will select and confirm how you will receive the verification code that is sent to your phone or email and enter it during the login process.

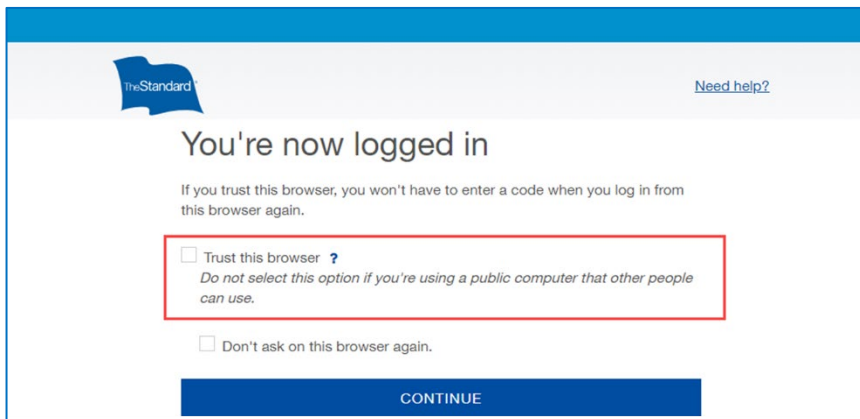
12. Click to select your method to receive the two-step verification code when you log in to your account, and then select **CONTINUE**.



Text messages will be available as an option only if you entered a mobile phone number at the beginning of this process. If you did not enter a mobile phone number, you may choose to receive an email or phone call.

13. Based on your selection, check your phone or email for the six-digit verification code. Enter the code to verify your device, and select **CONTINUE**.

14. If you trust the device used to log in, click **Trust this browser** and select **CONTINUE**.



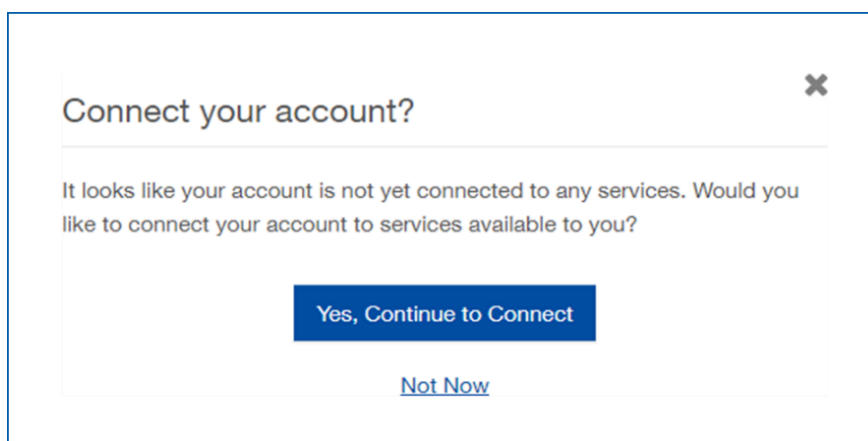
Designating a device as trusted is helpful when it is frequently used to log in. It allows you to log in from that device without having to enter a two-step verification code.

However, in certain circumstances, even when a device is trusted, you may be prompted to enter the verification code.

Situations that may trigger the verification code include:

- Changing or updating the browser software or the equipment used to access our services
- Deleting cookies from your browser or device
- Signing in from an unrecognized location or IP address

15. Next, in the Connect your account? window, select **Yes, Continue to Connect**.



16. Choose **Annuity Account** and enter your identifying information:
- Enter your **Date of Birth**.
  - Enter your **five-digit ZIP Code**.
  - Enter the last six digits of your **Social Security number**.
  - Select **Add Services**.

**Account Access**

**Add Services**

Choose the type of services you want to access. Then provide the additional information to connect your account.

Retirement Account

Insurance Benefits, Absences and Leaves <sup>1</sup>

**Annuity Account**

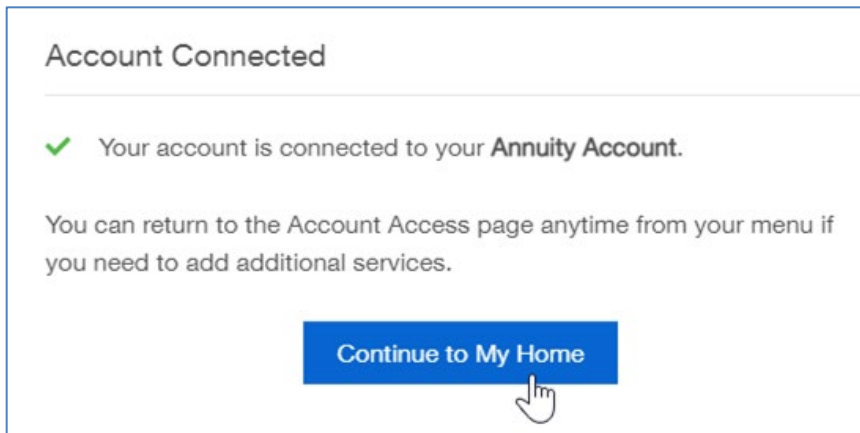
Financial Professional Services

**Add Services**

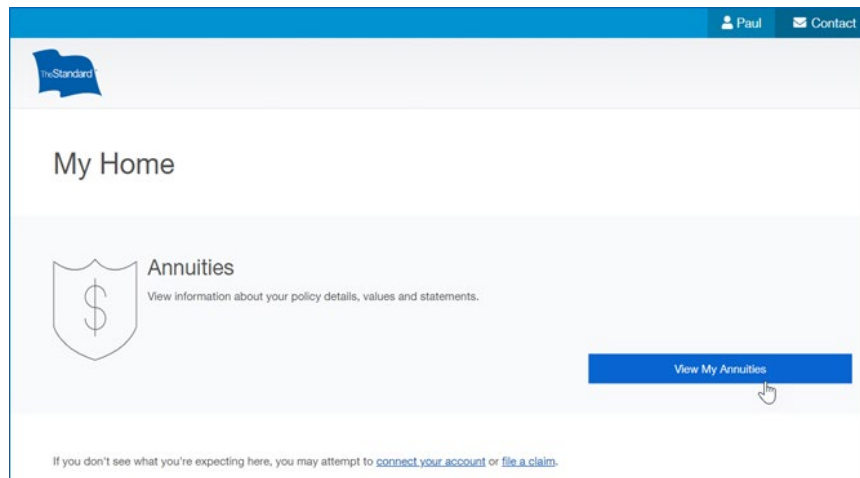
When you have successfully connected to your Annuity Account, the Account Connected window displays.



17. In the Account Connected window, select **Continue to My Home**.

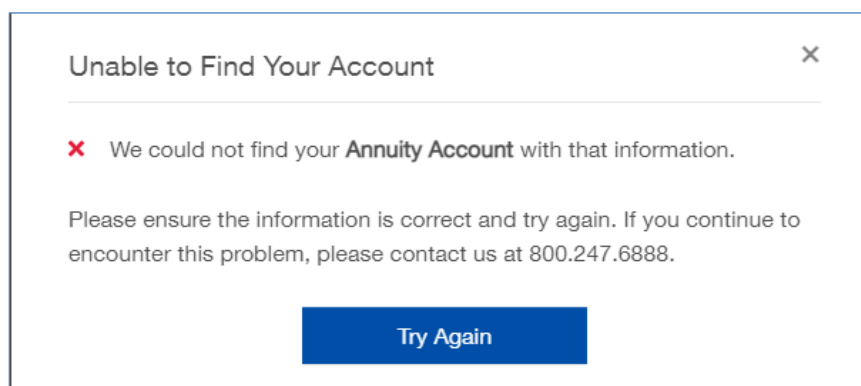


The My Home screen displays. When you are ready to view your annuity policy details, select **View My Annuities**.



**TROUBLESHOOTING OR ALTERNATE PATH:** The Unable to Find Your Service window displays if the system is unable to match your information to your annuity contract.

Select **Try Again** to redisplay the Account Access page and re-enter your information, or call us at 800.247.6888.



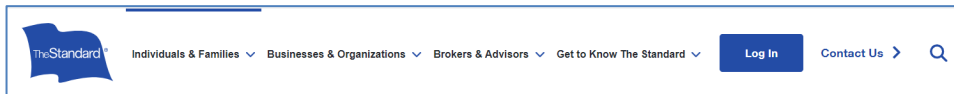
## Manage Your Online Account

The Standard provides both self-service and guided assistance for your online account.

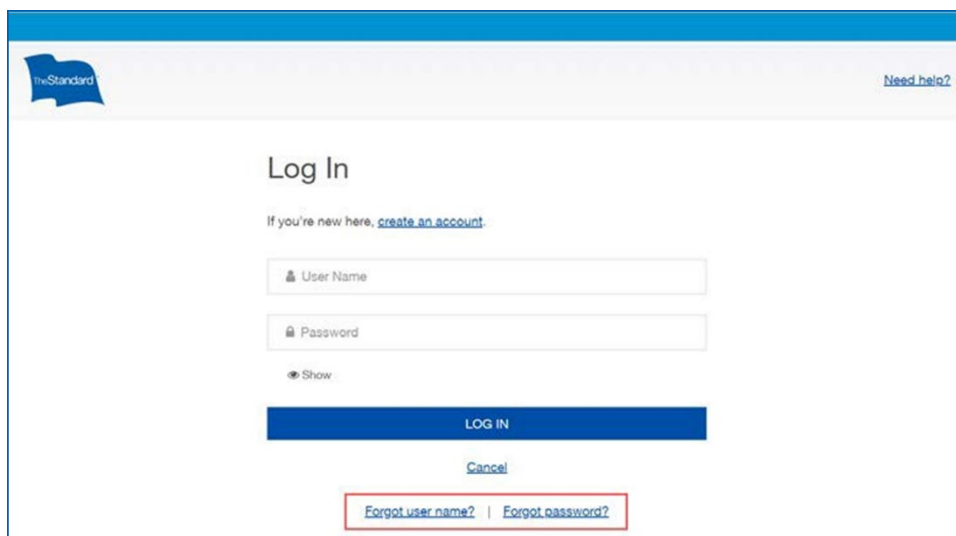
### Forgot Your User Name or Password?

It happens. If you have forgotten your account user name or password, you can use the self-service *Forgot user name?* or *Forgot password?* feature on the Log In page.

1. Go to [standard.com/individual/products-services/annuities](https://standard.com/individual/products-services/annuities) to open The Standard's annuity homepage.
2. In the upper-right corner, select **Log In**.



3. On the Log In page, choose **Forgot user name?** or **Forgot password?**.



#### Forgot user name



- Enter the verified email address on file for your account, and we'll send you an email with your user name.
- Have multiple accounts that use the same email or don't have a verified email on file? Just give us a call at 800.247.6888.

#### Forgot password

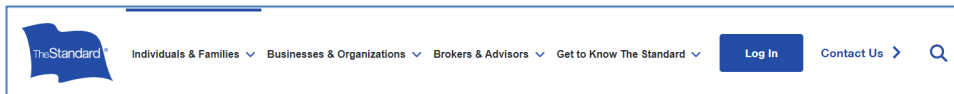


- Enter your user name and verified email address on file for your account, and we'll send an email with a link to create a new password.
- Make sure to create a new password within 60 minutes before the link expires. If the link expires, click *Forgot password?* to repeat the process.
- If you remember your password, simply disregard the email.

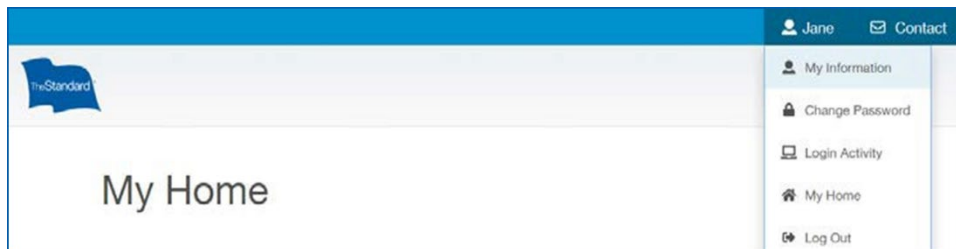
## Need to Change Your Information or Verification Code Delivery Method?

You can easily update your email address, phone number or the way you receive your two-step verification code by managing your profile settings online.

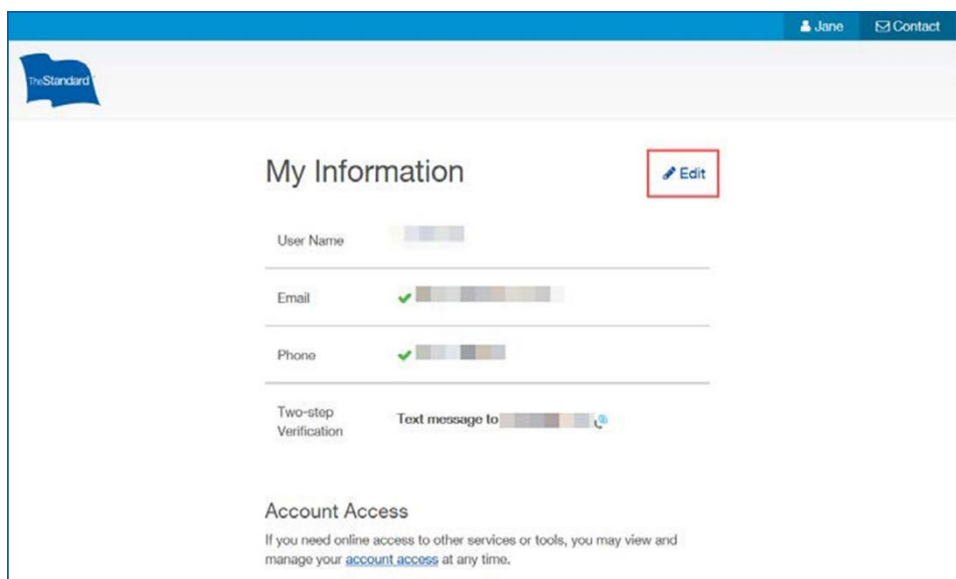
1. Go to [standard.com/individual/products-services/annuities](https://standard.com/individual/products-services/annuities) to open The Standard's annuity homepage.
2. In the upper-right corner, select **Log In**.



3. Use your **User Name** and **Password** credentials to log in.
4. If prompted, retrieve and enter your secure six-digit verification code.
5. On My Home, click the user profile menu, and then select **My Information**.



6. Click **Edit** to modify your email address, phone number or the method selected to receive your two-step verification access codes.



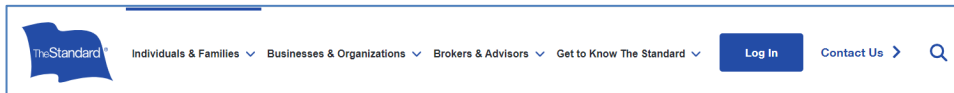
*Some changes may require you to verify your two-step verification method.*

7. When changes are complete, click the user profile menu, and then choose **My Home**.

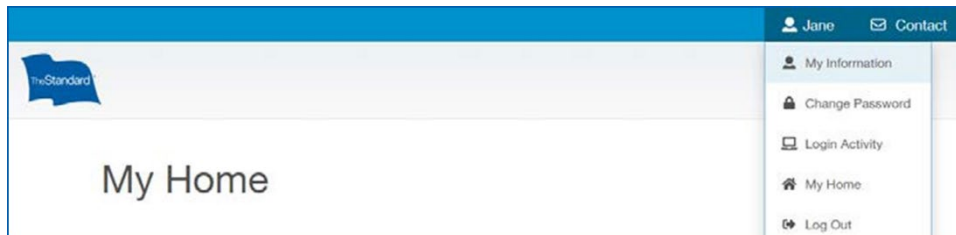
## Need to Trust or Not Trust a Device?

When you frequently use a device to log in to your account, you can designate it as *trusted* during the login process. Using a trusted device allows you to log in without having to enter a verification code. You can manage the devices used to access your account on the Login Activity page. You can mark a trusted device as untrusted, when it is lost or no longer in use.

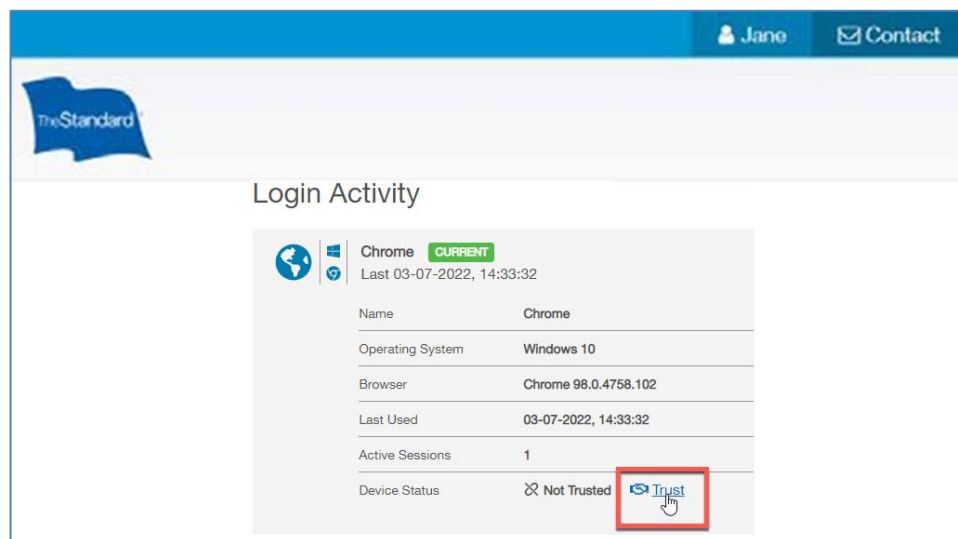
1. Go to [standard.com/individual/products-services/annuities](https://standard.com/individual/products-services/annuities) to open The Standard's annuity homepage.
2. In the upper-right corner, select **Log In**.



3. Use your **User Name** and **Password** credentials to log in.
4. If prompted, retrieve and enter your secure six-digit verification code.
5. On My Home, click the user profile menu, and then choose **My Information**.



6. Locate the device and select **Untrust**.



7. When changes are complete, click the user profile menu, and then choose **My Home**.