



Platform Service

WEALTHTIME ONLINE ACTIVATION GUIDE

USING WEALTHTIME ONLINE FOR THE FIRST TIME

To activate your Wealthtime Online Service, you will need your Wealthtime Online '**Activation ID**' and the '**Memorable Information**' you originally provided.

Please note in order to activate the Wealthtime Online Service you will need to use your '**Activation ID**' within **30 days** otherwise it will expire and you will need to obtain a new '**Activation ID**' from Wealthtime.

Follow the simple steps below to get started:

Step 1 - Enter your Activation ID and Memorable Information

- Go to our website at www.wealthtime.co.uk.
- Click on the '**Login**' tab.
- Then click on the '**Login to the Wealthtime Online Service**' link.
- When the login page has opened, click on '**Activate my account**'
- A page named '**Activation - Step 1**' will open, where you will key in your 10 digit '**Activation ID**', and the 5 pieces of '**Memorable Information**' requested exactly as you entered them in the Online Registration Form.
 - i) It is important that this information is entered correctly.
 - ii) Please remember that no punctuation can be accepted.
 - iii) Please note that the '**Memorable Information**' is not case sensitive.
- Once entered, click '**Activate**'.

Step 2 - Allocation of your Online Access Number and choosing your Password and PIN

- Once this information has been verified, you will be allocated your 'Online Access Number' which will appear on the screen. **(This is an important number and will be required each time you login).**
- You will now be able to set up your own '**Password**' and '**Personal Identification Number (PIN)**'.
 - i) The '**Password**' is case sensitive and must be a minimum of 8 characters long, with a maximum of 16 characters, and must include at least one alphabetic character and one numeric character.
 - ii) The '**PIN**' must be 4 numeric characters and must not include more than 2 consecutive digits that are the same.
- **The 'Password' and 'PIN' you enter here together with your 'Online Access Number' is for your use from now on when you enter the site.**
- Once entered, click '**Log In**'.

You are now ready to use Wealthtime Online!

For security reasons, we recommend that you do not choose anything that someone else may be able to guess.

If you require this document in an alternative format please contact us.

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