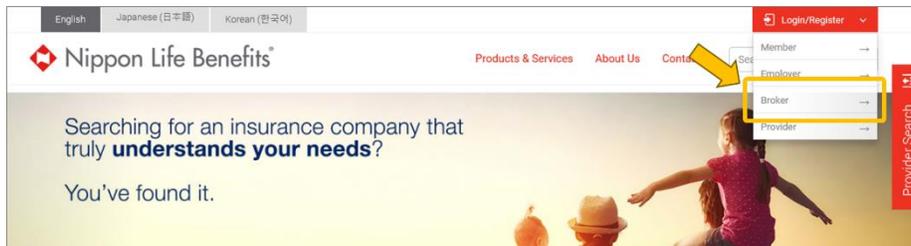


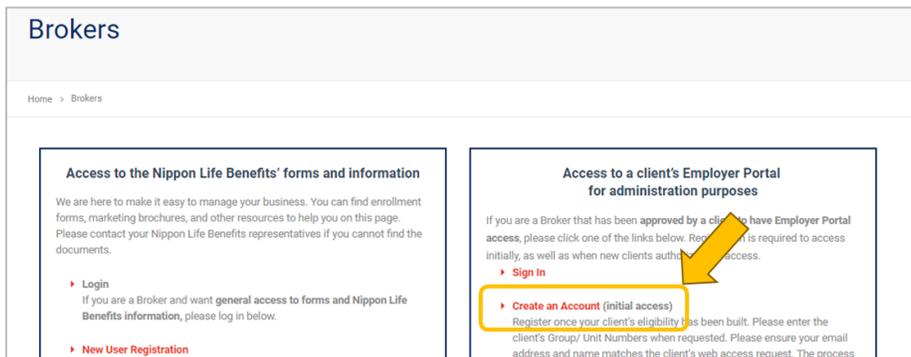
Broker Portal Registration Instructions

Registration is easy, we look forward to you utilizing the new portal! Please note that the process to validate your registration usually requires 2 business days, but it may take longer. Please do not delay in registering if you use the portal to obtain premium statement(s) or manage your client's employees' eligibility information.

1. Go to Nippon Life Benefits website <http://www.nipponlifebenefits.com> and select **Broker** from **Login/Register** tab on the top of the page.



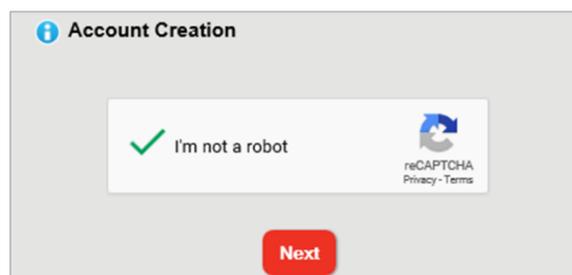
2. Click **Create an Account** in the box on the right side.



3. Click **Create My Account**.



4. Check the 'I'm not a robot' box and click **Next**.



5. On **Account Creation** page, enter the information in the required fields and click **Next**. Please note that if you had an account with the previous portal and want to use the same Username, you can do so unless the Username has already been taken by other users.

Account Creation - Complete the information below to create an account. All fields are required.

Username:

Password: (See note below)

Confirm Password:

Password Strength:

Passwords are case-sensitive. Passwords must be 6 to 32 characters long with at least one non-alpha character.

First Name:

Last Name:

Email Address:

Confirm Email Address:

Please select and answer three security questions:

Security Question #1: Choose a question...
Or enter your own question:
Answer:

Security Question #2: Choose a question...
Or enter your own question:
Answer:

Security Question #3: Choose a question...
Or enter your own question:
Answer:

Next **Clear**

6. Re-enter the password you just created and click **Next**.

Account Creation - The following user information has been created.

Username: **Sample-User**

First Name: **John**

Last Name: **Doe**

Email Address: **J-doe@sampleemail.com**

Please re-enter your password to protect your security

Password:

Next

7. On **Client Registration** page, enter your unit number in the Unit IDs field and click **Next**.
- ▶ If you have multiple units, enter all unit number and separate them with a comma, for example L55500, L55501, L55502.
 - ▶ If you have been provided access in the past to multiple clients, only enter one client's unit numbers. Once we have established your access for one client, you can add more as described in the Note at the end of this document.

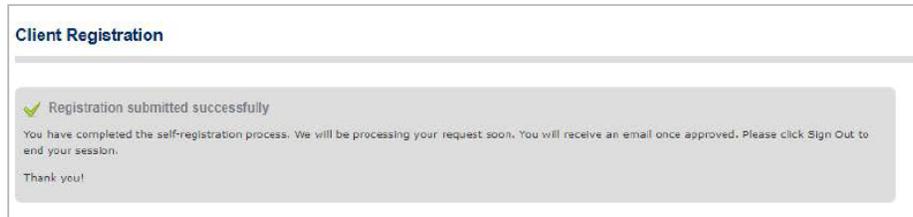
Client Registration

i To register, please enter your unit id(s).
(separate multiple unit ids by a comma.)

Unit Ids: *

Next

8. Your registration submitted successfully. Administration reviews your information and will send an email when the account is set up. Please note that the review takes 2 business days, but may take longer. If you need any assistance in the meantime, please send an email to admin-info@nipponlifebenefits.com or call 800-374-1835 (extension 43780).



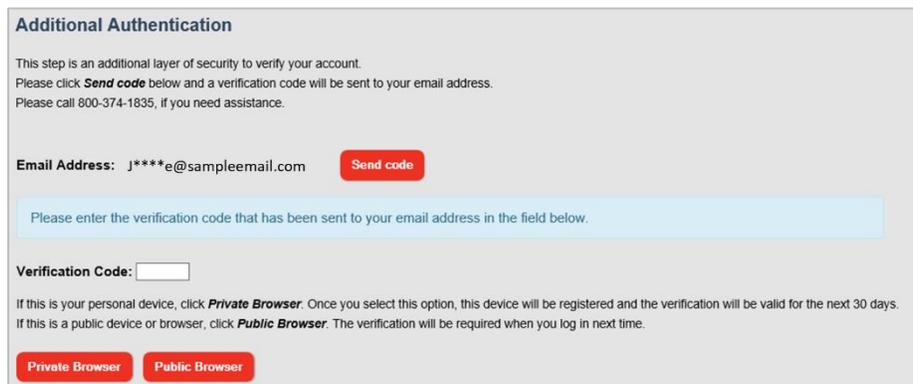
Client Registration

✓ Registration submitted successfully

You have completed the self-registration process. We will be processing your request soon. You will receive an email once approved. Please click Sign Out to end your session.

Thank you!

9. When you log in, an additional authentication is required to keep members' data secure. Please click Send code, and a verification code is sent to your registered email address. Enter the verification code in the field and click either **Private Browser** or **Public Browser**, and you can log in to the new portal!



Additional Authentication

This step is an additional layer of security to verify your account.
Please click **Send code** below and a verification code will be sent to your email address.
Please call 800-374-1835, if you need assistance.

Email Address: J****e@sampleemail.com **Send code**

Please enter the verification code that has been sent to your email address in the field below.

Verification Code:

If this is your personal device, click **Private Browser**. Once you select this option, this device will be registered and the verification will be valid for the next 30 days.
If this is a public device or browser, click **Public Browser**. The verification will be required when you log in next time.

Private Browser **Public Browser**

NOTE

If you want to register for multiple clients with using the same Username and Password;

- 1) Once your account is ready to use (after Step 8), go to the Broker Portal page (<https://ice.coresource.com/wps/myportal/ice/home/client-registration/?icelook=nlb-b>) and log in with using your Username and Password you created.
- 2) After log in, the **Client Registration** page (Step 7) will be displayed. Enter unit number(s) you want access to then click **Submit**.
- 3) Administration reviews your information and will send an email when your access is granted.
- 4) Once that is completed, the broker would log in with their existing user ID and password and would have a Role Selector drop down to choose which client they would like to access.