

Steps to complete for online web access to participant account

Participant website address is <https://myaccount.ascensus.com/rplink/>

For users who have not registered, click on "Get Started" in the Set Up Your Online Account box.

Information regarding enrolling is displayed. Select *Register Me Now* to continue.

Enter your Social Security number, date of birth, and zip code in the appropriate fields. Select *Next* to continue.

Please choose a username and password.

Multi-Factor Authentication sign-up process begins here: Enter your email address. Select *Confirm My Email* to continue.

Enter verification code received in the email and Select *Verify* to continue.

Confirmation page. Select *Next* to continue.

Enter your phone number (Ascensus recommends you avoid using desk/work phone numbers). Choose whether you would like to receive a text or a call with your verification code. Select *Send Code to Verify* to send the code.

Enter the verification code. Select *Verify* to continue.

Screen will state "Phone Number Verified" you can choose to add another number for an alternate verification source or Select *Next* to continue.

Information verification: Make sure all the information on this screen is correct. Note the checkbox above the Complete button to trust the device used, in order to speed up the log-in process for future logins. Select *Complete* to continue.