Registering for the Pension Web Site

Link to Pension Website:

https://www.midlandnationalpension.com/participant

Creating Your Account:

1. Click on the ‘Create Account’ button located at the bottom of the screen
2. Provide the information requested on the screen:

- First Name
- Last Name
- Email Address (This is required to be entered twice for verification purposes)
- Password (Create a password here. Password requirements are listed on the screen. This is also required to be entered twice for verification purposes.)
- Certificate Number (located on Page 2 of your Welcome Packet)
- Last Four Digits of Social Security Number
- Your Birthdate (MM/DD/YYYY format)
- CAPTCHA Verification (type in the value provided in the box displayed below this field)
3. If you have trouble locating your Certificate Number, click on the ‘Can’t find your Certificate Number?’ link located to the right of the Certificate Number field label

4. The following window will be displayed

Where to Find Your Certificate Number

You will find your certificate number located on Page 2 of your Welcome Packet. See the example below:

- Your certificate number will start with the number ‘3’
- Your certificate number will be six digits in length

If you have questions or concerns, please contact us via the following:

Email: cm-prt@sfgmembers.com
Phone: 1-833-496-0546
5. Click on the ‘Create Login’ button located at the bottom of the screen

**NOTE**: This will take some time to register so please be patient. Do not attempt to click on ‘Create Login’ a second time.
6. An email message is sent to the individual who has registered for an account to the email address provided during the registration process.

7. Once the registration is complete, the following screen will be displayed

8. Type in the username and password you created during the registration process
9. When registering for the first time, the following screen will display

10. Select **ONE** of the methods indicated on the screen in order to ‘authenticate’. This is just another way for us to ensure the safety of your information. The different methods are described below:

- **Google Authenticator**—this method will require you to download the Google Authenticator app onto your mobile device. An authentication code will be provided within Google Authenticator.
- **SMS Authentication**—this method will send the authentication code via a text message to your mobile device. This is the quickest and most common method for authentication.
- **Voice Call Authentication**—this method will initiate a call to your mobile device and provide you with an authentication code.

For screenshots of each of these methods, refer to Appendix A in this document.

**NOTE:** The authentication process will only be required in the following situations:

1. Logging into your account for the first time
2. Logging into your account with a different device than the one used for registration
3. More than 90 days have elapsed since you logged into your account
11. Once you have completed the multifactor authentication, the following screen will be displayed:
12. If you need to clear out your information, click on the ‘Reset’ button located at the bottom of the screen
13. If you don’t wish to create an account and be returned to the Home page, click on the ‘Cancel’ button located at the bottom of the screen.
14. If you need additional help with registering, click on the ‘Need help?’ link located under the ‘Create Account’ button. This will open a PDF document that outlines the steps for creating an account.

Need Help?

Click on the ‘Help’ link located in the upper right corner of the Home page to get specific instruction on how to make changes or navigate the website.
If you have questions, you can contact us via phone/fax/email. Our contact information is listed below:

Midland National Pension
4225 38th Street South, Suite 201
Fargo, ND 58104
Toll-Free Phone: 1-833-496-0546
Fax: 1-701-433-6625
Email: cmcweb@sfgmembers.com
Appendix A—Authentication Methods

Google Authenticator:

1. From the authentication screen, click on the ‘Setup’ button underneath the Google Authenticator method.

2. The following screen appears. Click on the appropriate type of mobile device that you own.
3. Please note that you will need to download the Google Authenticator app to your mobile device. Once you have completed that step, click on the ‘Next’ button.
a. Within the Google Authenticator app, the following screen will be displayed.

Stronger security with Google Authenticator

Get verification codes for all your accounts using 2-Step Verification

Get started
b. Select ‘Get Started’. The following screen displays

Set up your first account

Use the QR code or setup key in your 2FA settings (by Google or third-party service). If you’re having trouble, go to g.co/2sv

Scan a QR code

Enter a setup key

Import existing accounts?
c. Select ‘Scan a QR code’. This will open up your camera on your phone.

d. Select ‘OK’.

e. The camera will have a green box on it.
4. Return to your browser screen which should be displaying the following screen

5. Move your camera so that the green box is outlined around the code shown above.

6. Click on the ‘Next’ button
   a. Return to Google Authenticator on your mobile device
b. A code should appear on the application

logon.dev.sammonsfinancialgroup.com (she...

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7. Return to your browser
8. Type in the code that is displayed in Google Authenticator into the box shown on the following screen.

9. Click on the ‘Verify’ button.
10. The following screen will be displayed

![Multifactor authentication setup screen](image)

**Set up multifactor authentication**

You can configure any additional optional factor or click finish.

**Enrolled factors**

- Google Authenticator

**Additional optional factors**

- **SMS Authentication**
  Enter a single-use code sent to your mobile phone.
  
  ![Setup button](image)

- **Voice Call Authentication**
  Use a phone to authenticate by following voice instructions.
  
  ![Setup button](image)

**Finish**

11. Click on the 'Finish' button
12. Once you have completed the multifactor authentication, the following screen will be displayed:

**SMS Authentication:**

1. From the authentication screen, click on the ‘Setup’ button underneath the SMS Authentication method.
2. The following screen displays. Type in the phone number of your mobile device and click on the ‘Send code’ button.

3. A text message will be sent to your mobile device containing a code.

4. After clicking on the ‘Send code’ button above, the following screen will be displayed.

5. Type in the code that was sent to your mobile device in the ‘Enter Code’ field.
6. Click on the 'Verify' button

7. The following screen will be displayed

8. Click on the 'Finish' button
9. Once you have completed the multifactor authentication, the following screen will be displayed:

**Voice Call:**

1. From the authentication screen, click on the ‘Setup’ button underneath the Voice Call Authentication method.
2. The following screen will be displayed

3. Type in the phone number in the ‘Phone Number’ field and click on the ‘Call’ button

4. You will receive a call on your phone that will provide a code via an automated voice
5. After you click on the ‘Call’ button above, the following screen will be displayed

6. Type in the code provided by the automated voice on your phone call in the ‘Enter Code’ field.

7. Click on the ‘Verify’ button
8. The following screen will be displayed

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

- Voice Call Authentication

Additional optional factors

- Google Authenticator
  Enter single-use code from the mobile app.
  Setup

- SMS Authentication
  Enter a single-use code sent to your mobile phone.
  Setup

Finish

9. Click on the 'Finish' button
10. Once you have completed the multifactor authentication, the following screen will be displayed:

Welcome <Your Name>