View Additional Certificates (Midland Only) Instructions

Link to Pension Website:
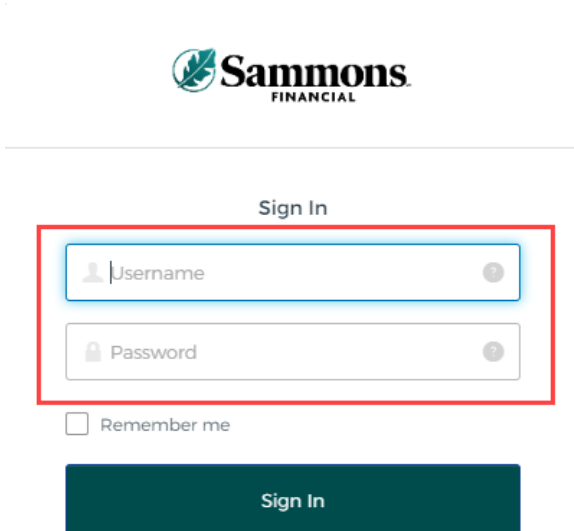
https://www.midlandnationalpension.com

Logging In:

1. Click on the 'Login' button located at the bottom of the screen
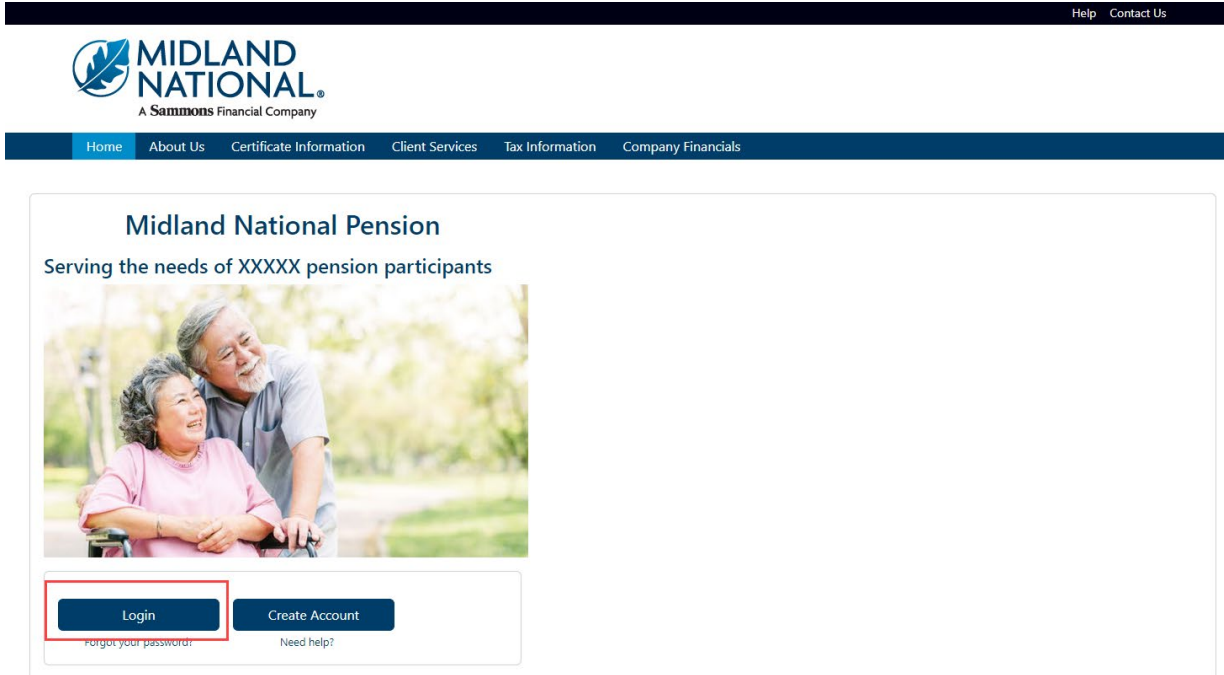
2. Type in your username and password

3. Click on the 'Sign In' button

Sammons FINANCIAL

Sign In

👤 Username ❓

🔒 Password ❓

☐ Remember me

Sign In

4. You may be asked to authenticate in the following situations:

    a. If you are logging in for the first time
    b. If you haven't logged into your account for at least 90 days
    c. If you are logging into your account with a different device

    NOTE: Screens below will show an example for each authentication type

    Google Authenticator:

    a. The following screen appears

Sammons FINANCIAL

Google Authenticator

Enter your Google Authenticator passcode

Enter Code

|

☐ Do not challenge me on this device for the
next 90 days

Verify

b. Go into your Google Authenticator app located on the device you used to register your account

c. Type in the authentication code displayed in Google Authenticator within the 'Enter Code' field

Sammons
FINANCIAL

Google Authenticator

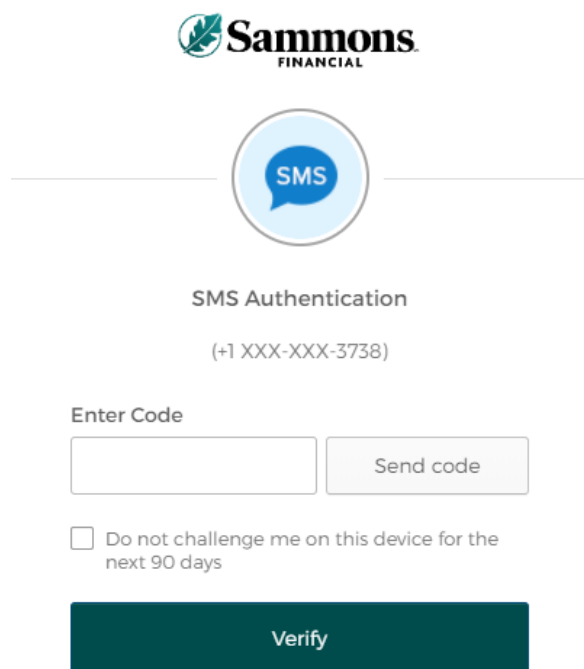Enter your Google Authenticator passcode

Enter Code

☐ Do not challenge me on this device for the next 90 days

Verify

d. To ensure that you don't receive this message every time you access your account, click on the checkbox under the 'Enter Code' field that displays the following verbiage:

'Do not challenge me on this device for the next 90 days'

e. Click on the 'Verify' button

SMS Authentication:

a. The following screen appears

b. Click on the 'Send code' button
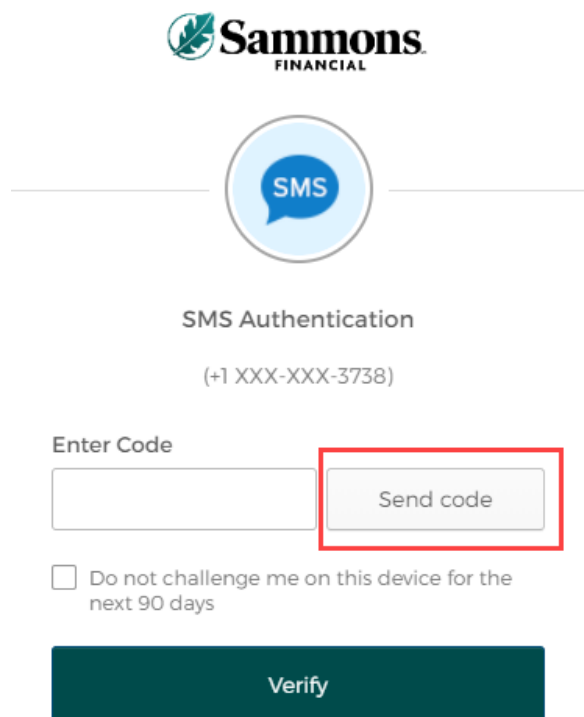
c. Type in the authentication code you received via the authentication method you selected when you registered your account within the 'Enter Code' field

d. To ensure that you don't receive this message every time you access your account, click on the checkbox under the 'Enter Code' field that displays the following verbiage:

'Do not challenge me on this device for the next 90 days'

e. Click on the 'Verify' button

Voice Call Authentication:

a. The following screen appears

b. Click on the 'Call' button

c. You will receive a call from a phone number based upon the authentication method you selected when you registered your account. Type in the code provided in the phone call within the 'Enter Code' field

d. To ensure that you don't receive this message every time you access your account, click on the checkbox under the 'Enter Code' field that displays the following verbiage:

'Do not challenge me on this device for the next 90 days'

e. Click on the 'Verify' button

5. The following screen will be displayed:
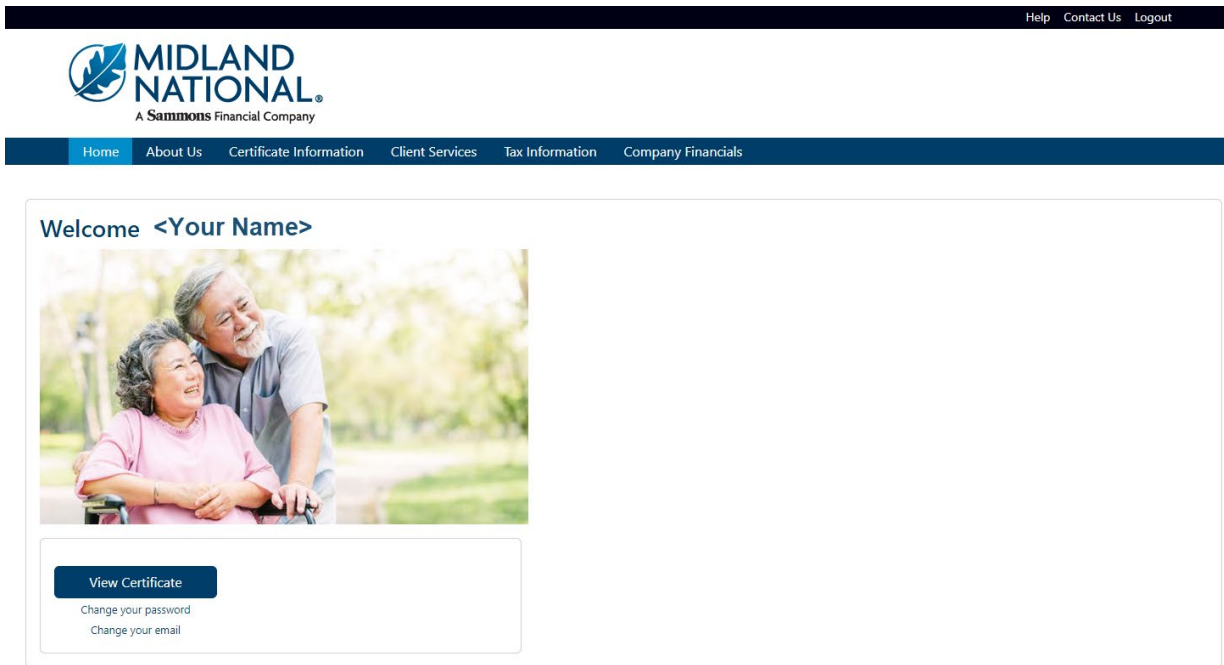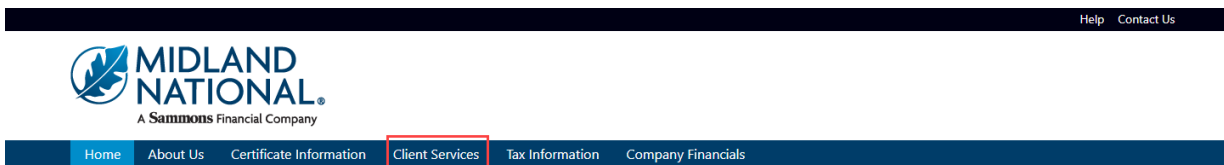

View Additional Certificates:

NOTE: You will only be required to authorize additional certificates once. Once you have completed the authorization process, all available Midland pension certificates will be available for you to view and make changes.

1. Click on the 'Client Services' link on the top navigation bar

2. The following screen appears

3. Click on the 'View Additional Certificates' link

4. The following screen appears
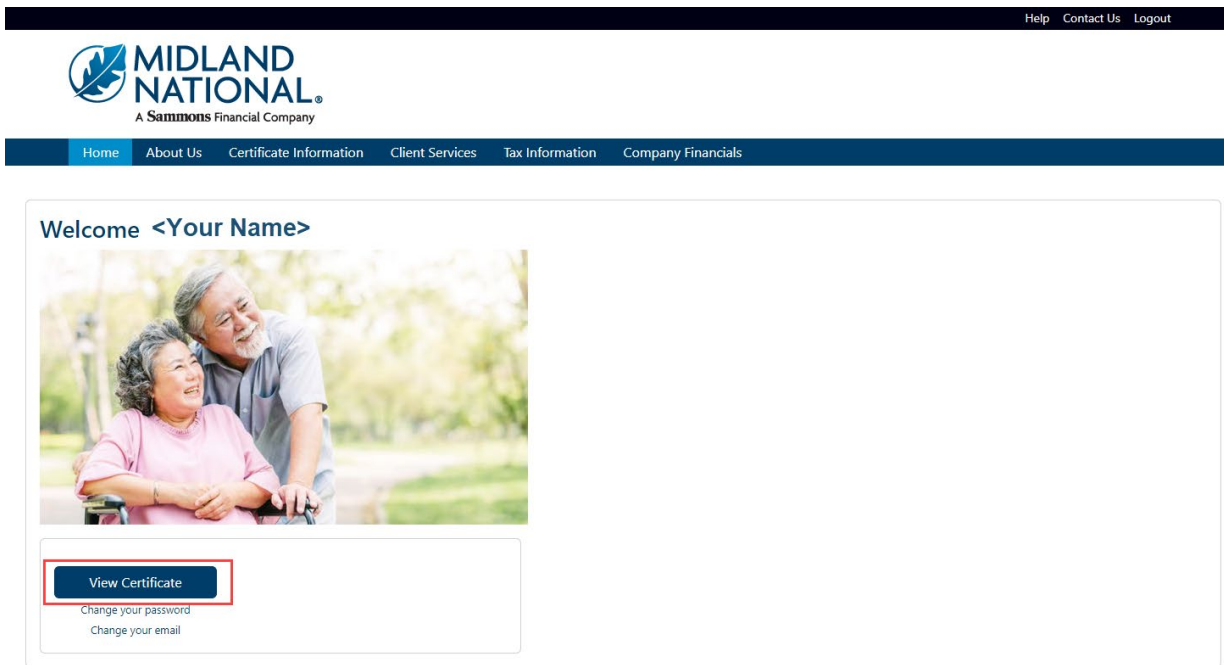

5. Type in the appropriate certificate number and click on the 'Authorize Certificate' button
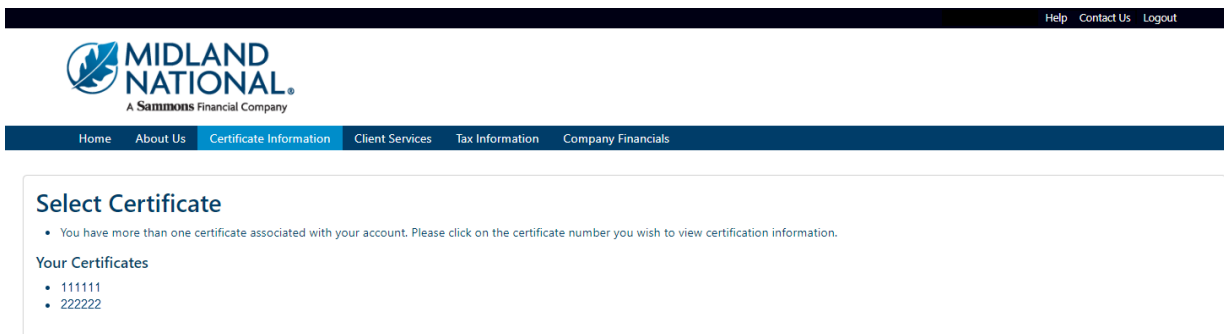
6. The following screen appears

7. Click on the word 'here' to return to the Home page

8. The following screen will be displayed:

9. Click on the 'View Certificate' button

10. The following screen appears (under Certificate Information)

11. Click on the certificate that you wish to view

12. The following screen will be displayed

NOTE: If you would like to make changes to a particular certificate, you will need to select which certificate you would like to change.

13. Click on the Client Services link on the top navigation bar

14. The following screen appears

15. Click on the certificate that you wish to change

16. The following screen appears

17. Click on the appropriate link under the 'Available Services' section to make changes to the selected policy
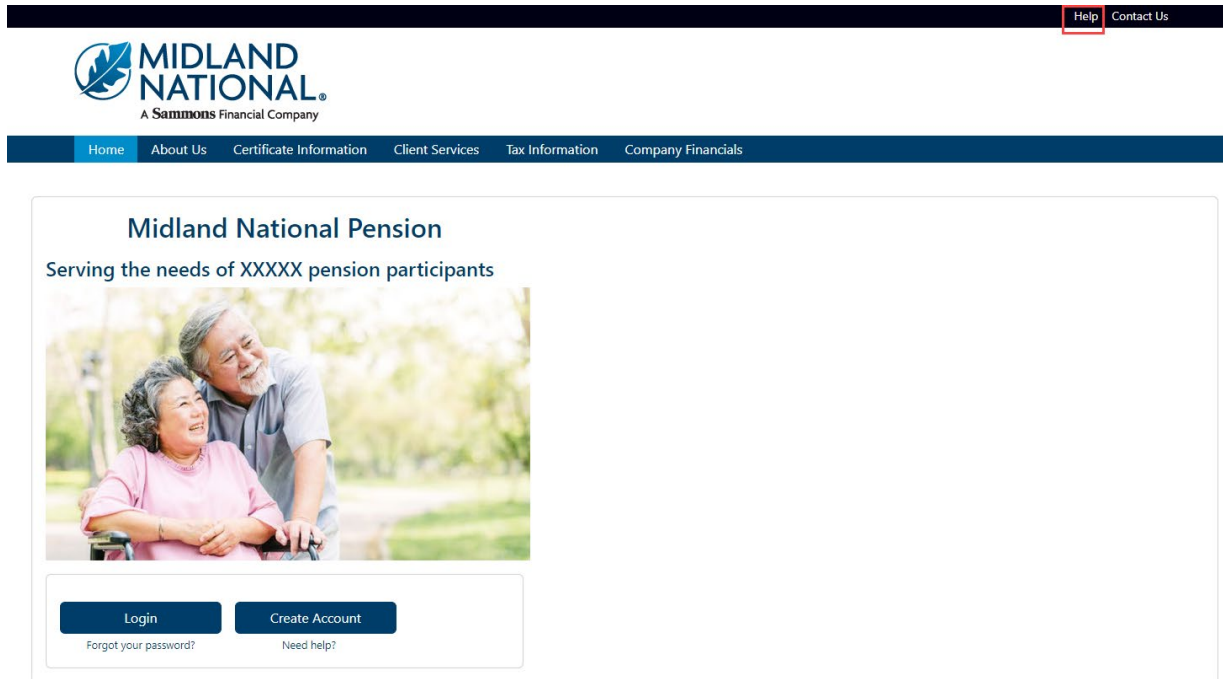
    NOTE: Refer to the 'How to Make Changes to Your Information' document located under the Help page for specific instructions on making changes.

18. If you wish to cancel the change and be returned to the Home page, click on the 'Cancel' button

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: CM-PRT@sfgmembers.com
Web Support: CM-PRTWebSupport@sfgmembers.com