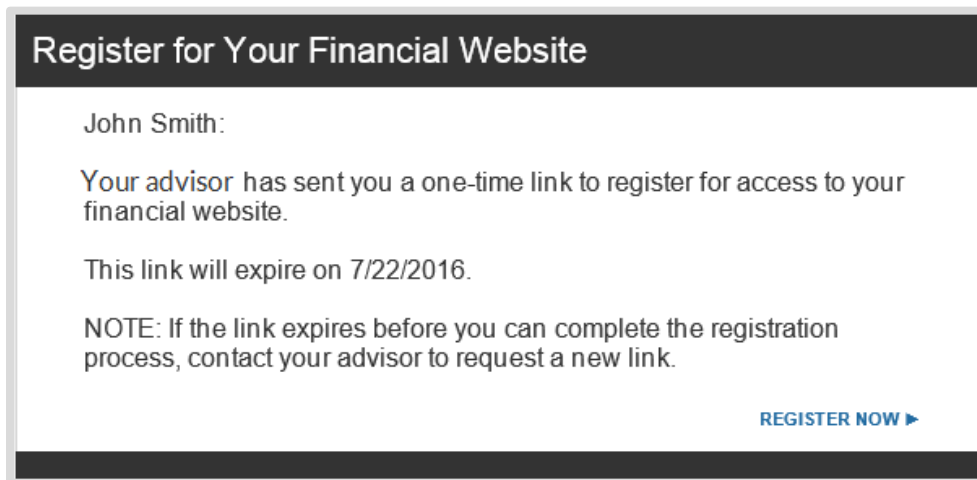




In this userguide, we will demonstrate **how to register to access your My Money Life Client website in a few simple steps!** We will send a system generated email with an embedded registration link. For your security, this link has redemption codes built into it. This means that the link you received is one time only use. Once the link has been clicked on, it will then expire. Make sure not to click the link until you are fully ready to complete the registration process! Registration should take no more than 5 minutes.

Please Note: The registration invitation email expires 7 days from initial receipt. If you delete the email, contact us at Advisors@LubitzFinancial.com and we will be able to resend it.

1. From your email, open the invitation email.



2. The link will open a new page in your default internet browser. Here you will establish a unique Username & Password. Follow the password meter to confirm you have met the security requirements. Make sure all the fonts under password requirements turn **green**.



- Next, you will be prompted to answer 3 security questions.

The screenshot shows a 'Security Questions' registration form. At the top, the title 'Security Questions' is displayed in bold. Below the title, a red note states: 'You will be asked one of these questions when logging in from a device for the first time or to reset your password if you forget it.' The form is divided into three sections, each labeled 'Question 1 of 3', 'Question 2 of 3', and 'Question 3 of 3'. Each section contains a dropdown menu labeled 'Set a question...', followed by an 'Answer' text input field, and a 'Confirm Answer' text input field. At the bottom of the form, there is a blue 'Continue' button.



Finally, read and accept the Terms of Service.

Terms of Service

You need to accept this agreement to use the software.

This Terms of Service (this "Agreement") is made by and between eMoney Advisor, LLC, a Delaware company ("eMoney"), and the consumer customer ("Consumer") of a financial advisor or financial institution who is authorized to use eMoney's Wealth Management System (the "Advisor"). This Agreement sets forth the general terms and conditions of Consumer's access to and use of eMoney's Wealth Management System (the "Service"). Once Consumer accepts by clicking "I Accept" on the Consumer Site (as defined below), Consumer agrees to all of the terms and conditions of this Agreement.

Consumer acknowledges that, as the

- Once you have successfully registered for your website, you will receive a confirmation email as shown below. Save the log on link to your bookmarks for easy access!

Website Registration Confirmation

John Smith:

Congratulations, you are now registered and can access your financial website!

Your Username is:
JohnSallySmith

Your Website is:
<https://wealth.emaplan.com/ema/SignIn?ema%2fdemo%2femoney%2ftraining%2fpouinvspecialist>

Make sure to bookmark this address for easy access to your website going forward. You will need the Username and Password you created to sign into your website.

[SIGN IN ►](#)