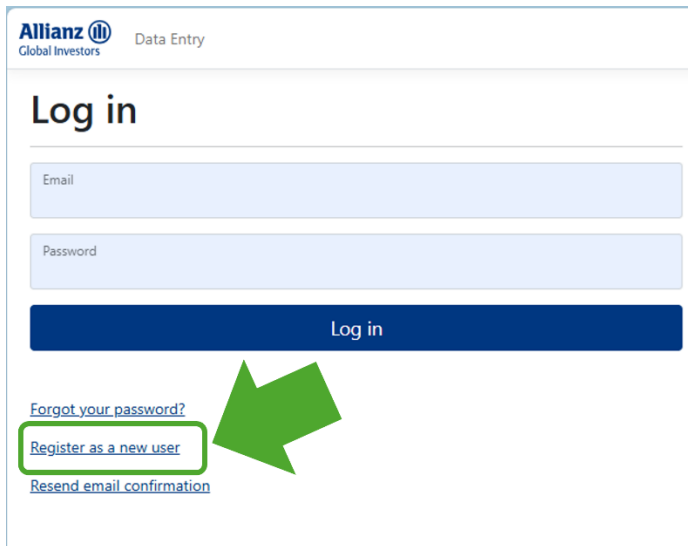


Data Collector – New Account Creation

When opening a main Data Collector page, the screen below is shown. There click on “Register as a new user” link for registering a new account.



Allianz Global Investors Data Entry

Log in

Email

Password

Log in

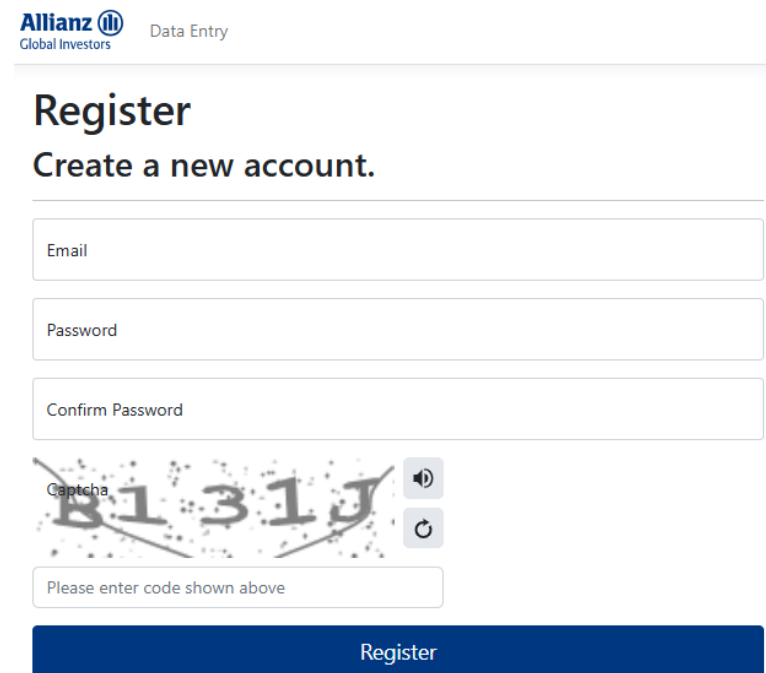
[Forgot your password?](#)

[Register as a new user](#)

[Resend email confirmation](#)

Figure 1 Initial Screen – New account registration

After that a new screen is shown as depicted below, where all data relevant for the account creation must be entered.



Allianz Global Investors Data Entry

Register

Create a new account.

Email

Password

Confirm Password

Captcha

B131J

Please enter code shown above

Register

Minimum password requirement policy must be met:

- at least 8 characters
- a mixture of both uppercase and lowercase letters
- a mixture of letters and numbers
- at least one special character (< or > are not allowed)

Figure 2 New Account Registration Screen

When entering data, the following rules must be followed:

- Email – here a valid business email address must be entered, as this registration is allowed only for the business email domains defined in the Data Collector
- Password – the same password must be entered in the “Password” and “Confirm Password” field. **Remember the password you entered, as this one will be used to log in into the system.**
- The following rules must be respected when entering a password:
 - at least 8 characters in length a mixture of both uppercase and lowercase letters
 - a mixture of letters and numbers
 - at least one special character (< or > are not allowed)
 - last 10 passwords can't be used

For security reasons the code shown in the picture must be entered in the field “Please enter code shown above”

Once all fields are populated, click on “Register” button, which will create an account and trigger sending of a confirmation email to the provided email address.

The log in will not be possible until the new account is confirmed, by clicking on a link in the received email, whose validity is 30 min. **Check if email is in the spam folder!** Validity of a password is one year.

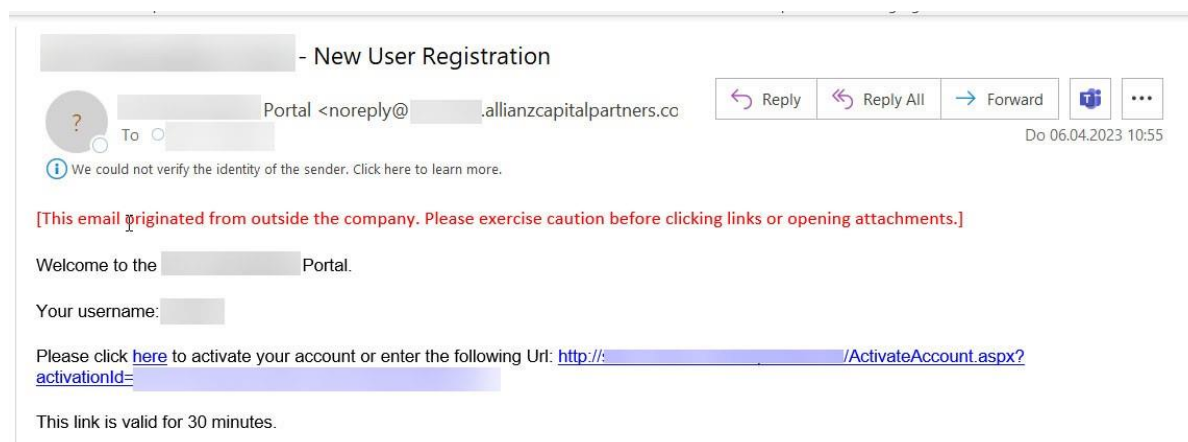


Figure 3 Account Creation Email

After clicking on a link, you will be redirected to a screen confirming an account creation, after which you can log in with your new credentials.



Registration successful

Your account has been created. An email has been sent to the address specified. Please follow the instructions in the email to activate your account.

Figure 4 Account Creation Confirmation

Data Collector – Password Reset

In case password is forgotten, the following describes on how to request a new password. On the main screen click on the “Forgot your password?” link.

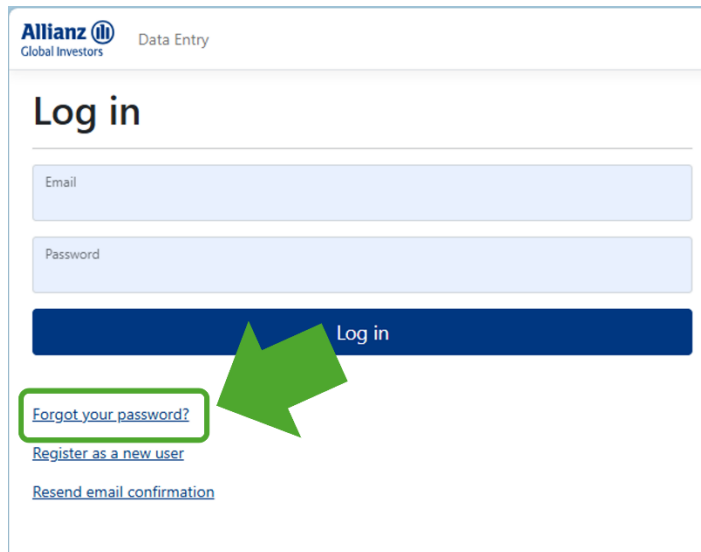
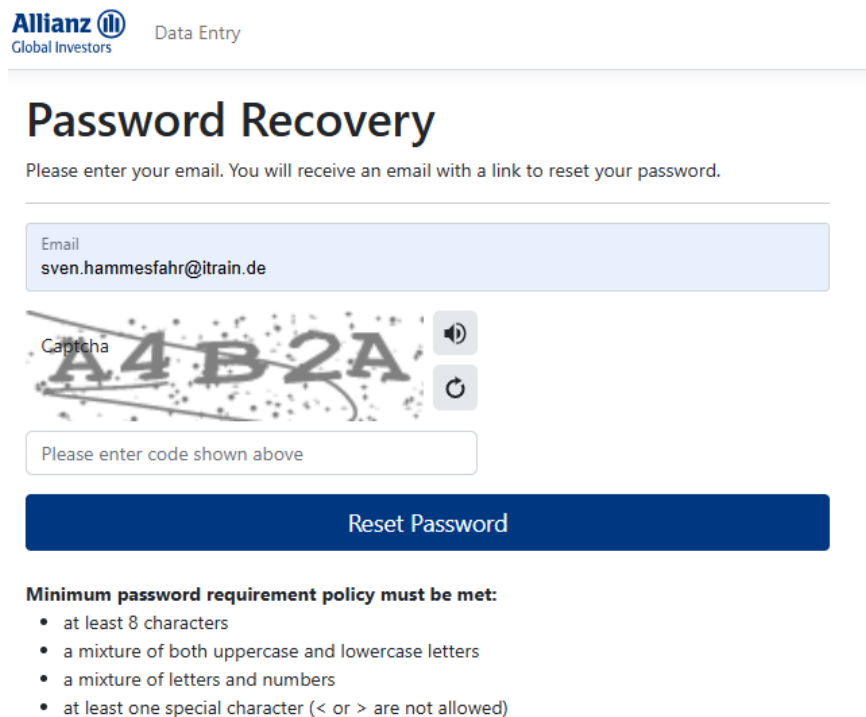


Figure 5 Initial Screen – Password reset

After that the new screen is shown, where your business email address can be entered. After entering the captcha-code, clicking on the “Reset Password” button will send a reset email with a link to reset your password, provided that your email is already registered in the system.



Minimum password requirement policy must be met:

- at least 8 characters
- a mixture of both uppercase and lowercase letters
- a mixture of letters and numbers
- at least one special character (< or > are not allowed)

Figure 6 Password Reset Request Screen

User is redirected to a screen confirming successful password reset request.

Password reset mail sent

Please check your email to reset your password. The link is valid for 30 minutes.

Figure 7 Password Reset Successful Request

By triggering this process, an email is sent to the provided business email address.

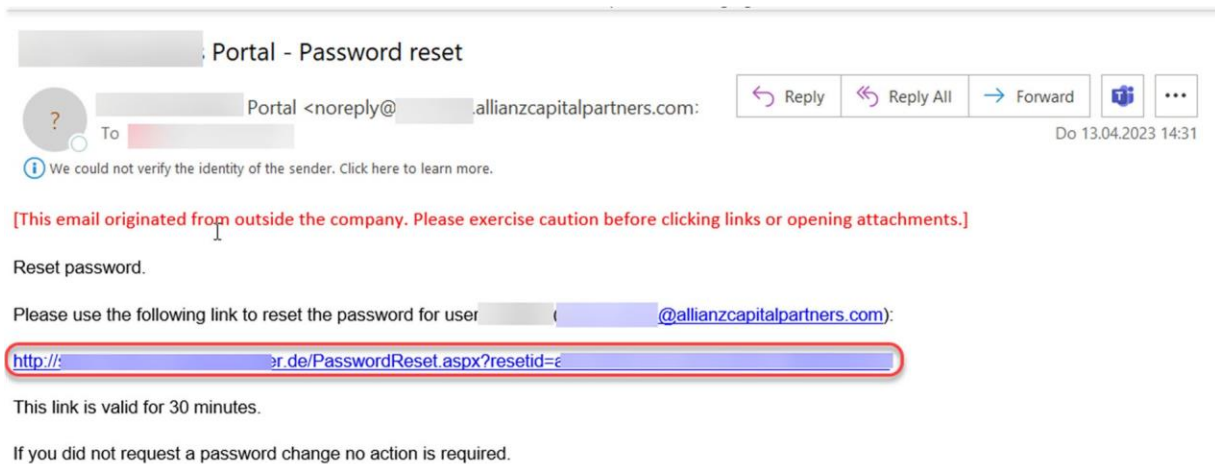


Figure 8 Password Reset Email

By clicking on the reset link in the email, user is redirected to a screen where new password can be entered, by respecting password policy requirements from the previous chapter.

Reset password

Email

Password

Confirm password

Minimum password requirement policy must be met:

- at least 8 characters
- a mixture of both uppercase and lowercase letters
- a mixture of letters and numbers
- at least one special character (< or > are not allowed)

Figure 9 Password Reset Screen