

Welcome to One Registry Services

Welcome to One Registry Services. Congratulations on your application. You are now able to access your confirmations and statements online at <https://portal.oneregistryservices.com.au/>

If you are already have an account with One Registry Services, you can skip straight to the step to [‘Add an Investment’](#)

This reference guide has been designed to assist you with the following:

1. [Creating a New Account](#)
2. [Setting up Mutli-Factor Authentication](#)
3. [Adding an Investment](#)

Should you have any issues or queries when setting up your account, please do not hesitate to reach out to our team on +612 8188 1510.

Creating a New Account

If you do not currently have an existing account with One Registry Services, you will first need to create an account by following these steps

1. To access the One Online investor portal [click here](#).
2. Click on the ‘Create an account’ link and complete the account setup.

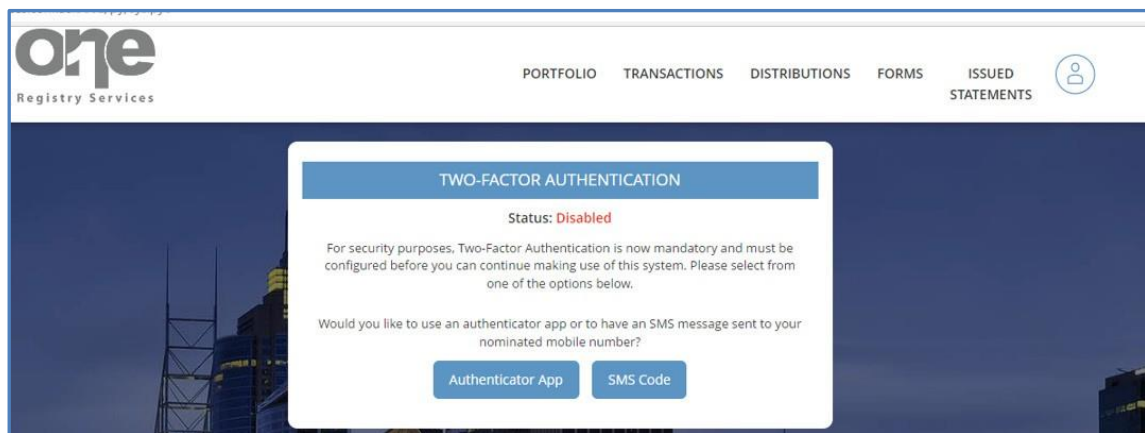
The screenshot displays the One Registry Services web portal. At the top, the 'one Registry Services' logo is visible. Below the logo, there are two main sections: 'ACCOUNT LOGIN' and 'CREATE ACCOUNT'. The 'ACCOUNT LOGIN' section includes input fields for 'Email Address' and 'Password', a 'Forgot your password?' link, a blue 'Login' button, and a 'Create an account' link. The 'CREATE ACCOUNT' section includes input fields for 'First Name', 'Surname', 'Email Address', and 'Contact Phone Number (including Area Code)'. It also has two input fields for 'Set Your Password' and 'Re-Enter Your Password', a checkbox for 'I have read the Privacy Policy and Terms and Conditions', and a blue 'Sign Up' button. The background of the page shows a city skyline at night.

Setting up Multi-Factor Authentication

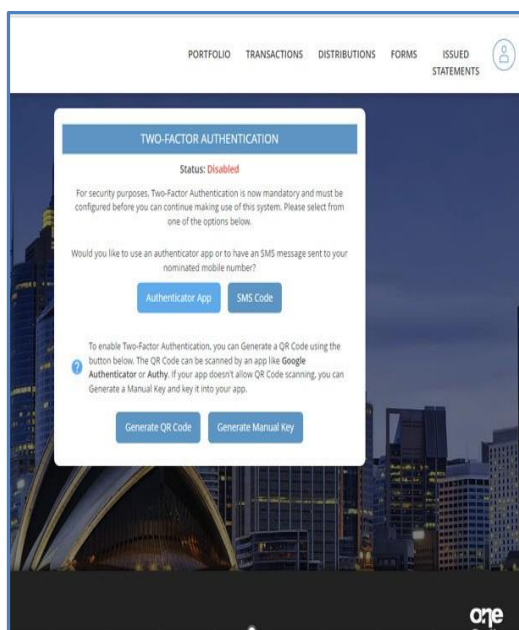
Please select one of the 2 options (Authenticator App or SMS) to authenticate your account in the next page.

Option 1: Authenticator App

- a. If you select Authenticator App Option, please download one of the below 2 apps on your device from your App Store.
 - Google Authenticator
 - Microsoft Authenticator



- b. If you prefer to use the Authenticator App, once you have installed the app, click on "Generate QR Code".



- c. Please open your authenticator app and scan the QR code and enter the code appearing on your device in the “Security Code” box. Once the code is entered, please click on “Verify and Enable 2FA”.

The screenshot displays the 'TWO-FACTOR AUTHENTICATION' setup page on the One Registry Services website. The page has a dark blue header with the 'one Registry Services' logo on the left and navigation links (PORTFOLIO, TRANSACTIONS, DISTRIBUTIONS, FORMS, ISSUED STATEMENTS) and a user profile icon on the right. The main content area is white and contains the following elements:

- TWO-FACTOR AUTHENTICATION** (Section Header)
- Status: Pending** (Text)
- Informational text: "For security purposes, Two-Factor Authentication is now mandatory and must be configured before you can continue making use of this system. Please select from one of the options below."
- Question: "Would you like to use an authenticator app or to have an SMS message sent to your nominated mobile number?"
- Buttons: "Authenticator App" and "SMS Code"
- Informational text: "To enable Two-Factor Authentication, you can Generate a QR Code using the button below. The QR Code can be scanned by an app like Google Authenticator or Authy. If your app doesn't allow QR Code scanning, you can Generate a Manual Key and key it into your app."
- Buttons: "Generate QR Code" and "Generate Manual Key"
- A large QR code for scanning.
- Informational text: "Once you have scanned the QR Code, you will need to verify your security code by typing it in below and clicking on the 'Verify and Enable 2FA' button at the bottom of this window."
- Input field: "Security Code" with a placeholder "E.g. 123456"
- Button: "Verify and Enable 2FA"

- d. Multi Factor Authentication set up is now complete.

Option 2: SMS Code

If you select SMS Code Option, the verification code will be sent to the mobile number you have previously used while creating the investor portal account.

- a. Please click on SMS Code option and click on “Send SMS Code”. Please enter the code you receive by text on your mobile device in the “Security Code” box. Once the code is entered, please click on “Verify and Enable 2FA”.

PORTFOLIO TRANSACTIONS DISTRIBUTIONS FORMS ISSUED STATEMENTS

TWO-FACTOR AUTHENTICATION

Status: **Pending**

For security purposes, Two-Factor Authentication is now mandatory and must be configured before you can continue making use of this system. Please select from one of the options below.

Would you like to use an authenticator app or to have an SMS message sent to your nominated mobile number?

Authenticator App **SMS Code**

To enable Two-Factor Authentication, click the button below to send an SMS code to your nominated mobile number (+61 430934072). You will then need to enter the code you receive in the field which will appear further down the page to confirm it with us.

Send SMS Code

Security Code

894386

Verify and Enable 2FA

b. Muti Factor Authentication set up is now complete.

- Once the multi factor authentication is enabled, you will be asked to enter the security code every time you log on to the web portal using your email address and password. Please enter the Security Code either using the Authenticator App or SMS.

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Registry Services

TWO FACTOR AUTHENTICATION

We have sent a 6 digit code as an SMS to your nominated mobile phone number. Please key it in below to continue.

If you need to log in as another user, [Click Here to Logout](#).

Authentication Key

Continue

Didn't get the SMS? If it has been more than a minute or so, click on the button below to resend the SMS.

Resend SMS

Add an Investment

You can add one or multiple investments to your account by entering your details and clicking 'Add Investment'. Please note the Portal Access code is optional and does not need to be entered for all funds. If the system indicates you need this please get into contact with us on the below number.

This will allow you to access all your investments via a single login.

LINK INVESTMENT

Please provide details of your investment below

Account Number

Account Name

Post Code

Portal Access Code (if applicable)

Link Investment