

eSponsor Registration Instructions

Sponsor Registration

1. Click on the “Register for our Service” link on the left side of the Login page.

ONEAMERICA[®] eSponsor AUL RETIREMENT SERVICES

FAQ | Glossary | Contact Us

Tuesday, Jan. 11, 2005

Register for our Service

[Registration Guide](#)

Change my password

[Forgot my password](#)

Plan #:

Affiliate:

User ID:

Password:

Login

A User ID field has been added to the Login page. As a new security feature, the Administrative Contact person for your plan will now be able to establish a separate eSponsor User ID for each person authorized to access your plan. The Administrative Contact person will receive an e-mail with instructions for re-registering and establishing the new User ID(s).

Please leave the User ID field blank and log in with the plan number and current password until the Administrative Contact has completed the re-registration process and assigned User ID(s).

If you have not yet used eSponsor® to monitor and manage your plan information, [register for our service](#).

2. Enter your plan number. Click "Submit".



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Tuesday, Jan. 11, 2005

Registration Steps

- Enter plan number. **↓**
- Enter plan information. **↓**
- Enter sponsor information. **↓**
- Accept terms and conditions. **↓**
- Establish a password.

Registration is 10% complete.

eSponsor Registration

Plan Number:	<input type="text" value="G12345"/>	Enter your plan number. Please do not use spaces or dashes.
Affiliate:	<input type="text" value="0000"/>	Enter your 4 digit affiliate number, if applicable.

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- Enter all the plan related information requested. Only the new Sponsor will be provided with the "Registration Code". Click "Submit".



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 Tuesday, Jan. 11, 2005

Registration Steps

Enter plan number

↓

Enter plan information.

↓

Enter sponsor information.

↓

Accept terms and conditions.

↓

Establish a password.

Registration is 30% complete.

eSponsor Registration

Enter the following fields to start the registration process. Please do not use spaces or dashes.

Plan Number:	<input type="text" value="G12345"/>	
Affiliate:	<input type="text" value="0000"/>	
Tax Identification Number:	<input type="text" value="123456789"/>	Enter your company's nine-digit tax ID number without dashes.
Registration Code:	<input type="text" value="54321"/>	Your registration code provided to you.*
Fiscal Year End:	<input type="text" value="1231"/>	Company's fiscal year end as MMDD.

* If you are a new eSponsor® user and do not know your registration code please contact your plan consultant.

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4. Set a minimum of one associate with sponsor access. Click "Next".



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Thursday, Jan. 13, 2005

Registration Steps

- Enter plan number
- ↓
- Enter plan information
- ↓
- Enter sponsor information.**
- ↓
- Accept terms and conditions
- ↓
- Establish a password

Registration is 50% complete.

eSponsor Registration

We recommend a minimum of two plan administrators with FULL ACCESS.
Other associates may be added under the "Administration" tab once you enter the eSponsor site.

	First Name	Last Name	User ID	Access
Plan Administrator (You)	JANE	DOE	JANE	Full
Plan Administrator (Backup)	JOHN	PUBLIC	JOHN	Full

[FAQ](#) | [Glossary](#) | [Contact Us](#) | [Privacy](#) | [Security](#) | [AUL Home](#)

5. The "User ID" will be pre-filled. Click "Next".

The screenshot shows the "eSponsor Registration" page. At the top left is the ONEAMERICA logo. The header includes "eSponsor AUL RETIREMENT SERVICES" and navigation links for "FAQ", "Glossary", and "Contact Us". The date "Tuesday, Jan. 11, 2005" is displayed on the right. A vertical sidebar on the left lists the registration steps: "Enter plan number", "Enter plan information.", "Enter sponsor information.", "Accept terms and conditions.", and "Establish a password.", with a progress bar below them indicating "Registration is 50% complete." The main content area is titled "eSponsor Registration" and features a "User ID" field containing the text "JANE". To the right of the field is the instruction "This is your new User ID. Please make a note of it." Below the field are "Next" and "Cancel" buttons. At the bottom of the page, there are additional navigation links: "FAQ", "Glossary", "Contact Us", "Privacy", "Security", and "AUL Home".

6. Click "Accept" to accept the Web agreement.

ONEAMERICA[®] eSponsor
AUL RETIREMENT SERVICES

FAQ | Glossary | Contact Us
Tuesday, Jan. 11, 2005

Registration Steps

- Enter plan number
- Enter plan information.
- Enter sponsor information.
- Accept terms and conditions.**
- Establish a password.

Registration is 70% complete.

Registration Agreement

The following Terms and Conditions apply to your use of eSponsor®. Please read these Terms and Conditions carefully. In order to gain access to your Plan information, you will need to accept.

By accepting these Terms and Conditions and using eSponsor®, you agree that you will be responsible for ensuring the confidentiality of your password. You certify that you are authorized by the Plan Administrator to access plan data and agree to be bound by all password initiated transactions for each plan available to you.

Accept Don't Accept

FAQ | Glossary | Contact Us | Privacy | Security | AUL Home

7. Enter information to determine a password under which you will have access. Click "Finish".

ONEAMERICA eSponsor AUL RETIREMENT SERVICES

FAQ | Glossary | Contact Us

Tuesday, Jan. 11, 2005

Registration Steps

- Enter plan number
- Enter plan information.
- Enter sponsor information.
- Accept terms and conditions.
- Establish a password.

Registration is 80% complete.

eSponsor Registration

Complete the following information to help us identify you in the event you forget your password.

Mother's Maiden Name:	<input type="text" value="MAIDEN"/>	Last name only.
Birth State:	<input type="text" value="INDIANA"/>	Choose your birth state from the list.
Key Phrase:	<input type="text" value="KEY PHRASE"/>	Key phrase can be a maximum of 50 characters in length. (Example-My favorite color)
Keyword:	<input type="text" value="KEYWORD"/>	Keyword can be a maximum of 20 characters in length. (Example-Purple)
E-Mail Address:	<input type="text" value="YOU@YOURS.COM"/>	Enter your email address to send communications to.
Choose a Password:	<input type="password" value="AAAAAA"/>	Password Recommendations
Confirm Password:	<input type="password" value="AAAAAA"/>	Re-enter your password for verification.

8. Registration is complete and the confirmation page will take you into the site.



Registration Confirmation

Congratulations!

You have successfully registered for eSponsor®.

[Enter eSponsor](#)

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Associate Registration

1. Click on the "Register for our Service" link on the left side of the Login page.

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FAQ | Home | Contact Us
Tuesday, Jan. 11, 2005

Register for our Service
[Registration Guide](#)
[Change my password](#)
[Forgot my password](#)

Plan #:
Affiliate:
User ID:
Password:



A User ID field has been added to the Login page. As a new security feature, the Administrative Contact person for your plan will now be able to establish a separate eSponsor User ID for each person authorized to access your plan. The Administrative Contact person will receive an e-mail with instructions for re-registering and establishing the new User ID(s).

Please leave the User ID field blank and log in with the plan number and current password until the Administrative Contact has completed the re-registration process and assigned User ID(s).

If you have not yet used eSponsor® to monitor and manage your plan information, [register for our service](#).

2. Enter your plan number. Click "Submit".

ONEAMERICA **eSponsor** AUL RETIREMENT SERVICES [FAQ](#) | [Glossary](#) | [Contact Us](#)
Tuesday, Jan. 11, 2005

Registration Steps

- Enter plan number. (Current step)
- Enter plan information.
- Enter sponsor information.
- Accept terms and conditions.
- Establish a password.

Registration is 10% complete.

eSponsor Registration

Plan Number:	<input type="text" value="G12345"/>	Enter your plan number. Please do not use spaces or dashes.
Affiliate:	<input type="text" value="0000"/>	Enter your 4 digit affiliate number, if applicable.

[FAQ](#) | [Glossary](#) | [Contact Us](#) | [Privacy](#) | [Security](#) | [AUL Home](#)

3. Enter your "User ID" given to you by your Sponsor. Click "Next".

The screenshot displays the 'eSponsor Registration' interface. At the top left is the ONEAMERICA logo and 'eSponsor AUL RETIREMENT SERVICES'. The top right shows navigation links for 'FAQ', 'Glossary', and 'Contact Us', along with the date 'Tuesday, Jan. 11, 2005'. A vertical 'Registration Steps' sidebar on the left lists five steps: 'Enter plan number', 'Enter plan information.', 'Enter sponsor information.' (which is highlighted in blue), 'Accept terms and conditions.', and 'Establish a password.'. Below the steps, it indicates 'Registration is 50% complete.' with a progress bar. The main content area is titled 'eSponsor Registration' and features a 'User ID' field containing the text 'JOHN' and a label 'Enter your User ID'. Below this field are 'Next' and 'Cancel' buttons. The footer contains a row of links: 'FAQ | Glossary | Contact Us | Privacy | Security | AUL Home'.

4. Click "Accept" to accept the Web agreement.

The screenshot shows the eSponsor registration process. At the top left is the ONEAMERICA logo. The header includes "eSponsor" and "AUL RETIREMENT SERVICES". On the right, there are links for "FAQ", "Glossary", and "Contact Us", along with the date "Tuesday, Jan. 11, 2005".

A vertical sidebar on the left lists "Registration Steps":

- Enter plan number
- Enter plan information.
- Enter sponsor information.
- Accept terms and conditions.** (highlighted in blue)
- Establish a password.

Below the steps, it says "Registration is 70% complete." with a progress bar.

The main content area is titled "Registration Agreement". It contains a text box with the following text:

The following Terms and Conditions apply to your use of eSponsor®. Please read these Terms and Conditions carefully. In order to gain access to your Plan information, you will need to accept.

By accepting these Terms and Conditions and using eSponsor®, you agree that you will be responsible for ensuring the confidentiality of your password. You certify that you are authorized by the Plan Administrator to access plan data and agree to be bound by all password initiated transactions for each plan available to you.

At the bottom of the text box are "Accept" and "Don't Accept" buttons.

At the bottom of the page, there are links for "FAQ", "Glossary", "Contact Us", "Privacy", "Security", and "AUL Home".

5. Enter information to determine a password under which you have access. Click "Finish".

**eSponsor**
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Tuesday, Jan. 11, 2005

Registration Steps
Enter plan number
↓
Enter plan information.
↓
Enter sponsor information.
↓
Accept terms and conditions.
↓
Establish a password.
Registration is 80% complete.

eSponsor Registration

Complete the following information to help us identify you in the event you forget your password.

Mother's Maiden Name:	<input type="text" value="MAIDEN"/>	Last name only.
Birth State:	<input type="text" value="INDIANA"/>	Choose your birth state from the list.
Key Phrase:	<input type="text" value="KEY PHRASE"/>	Key phrase can be a maximum of 50 characters in length. (Example-My favorite color)
Keyword:	<input type="text" value="KEYWORD"/>	Keyword can be a maximum of 20 characters in length. (Example-Purple)
E-Mail Address:	<input type="text" value="YOU@YOURS.COM"/>	Enter your email address to send communications to.
Choose a Password:	<input type="password" value="*****"/>	Password Recommendations
Confirm Password:	<input type="password" value="*****"/>	Re-enter your password for verification.

6. Registration is complete and the "Registration Confirmation" page will take you into the site.

The screenshot shows the eSponsor registration confirmation page. At the top left is the OneAmerica logo. The header includes the text "eSponsor" and "AUL RETIREMENT SERVICES". On the top right, there are links for "FAQ", "Glossary", and "Contact Us", along with the date "Tuesday, Jan. 11, 2005". The main content area features the heading "Registration Confirmation" and a large "Congratulations!" message. Below this, it states "You have successfully registered for eSponsor®" and provides a button labeled "Enter eSponsor". At the bottom, there is a footer with links for "FAQ", "Glossary", "Contact Us", "Privacy", "Security", and "AUL Home", and a copyright notice: "©2003 - 2004 American United Life Insurance Company®, a OneAmerica® financial partner. All rights reserved."