

TPA Registration Instructions

1. Click on “TPA Firm Registration”.

2. Enter your “AA” number, Tax Id and Registration number (your “AA” number backwards), click “Next”.

3. Set a minimum of one TPA with full access. Click "Next".

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Register for eAccess

■ **Step 1** Register □ **Step 2** Terms □ **Step 3** Password □ **Complete**

We recommend a minimum of two TPAs with FULL ACCESS. Other surrogates may be added under the Administration tab once you enter the eSponsor site.

Enter Administrator Information * Required fields

	First Name	Last Name	User ID	Access
Plan Administrator (You):	<input type="text"/>	<input type="text"/>	<input type="text"/>	Full
Plan Administrator (Backup):	<input type="text"/>	<input type="text"/>	<input type="text"/>	Full

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

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■ **Step 1** Register □ **Step 2** Terms □ **Step 3** Password □ **Complete**

Enter User Id * Required fields

User Id: This is your new User Id. Please make a note of it.

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5. Check the box and click "Next" to accept the Web agreement.

The screenshot shows the ONEAMERICA website's registration process. At the top, there is a navigation bar with links for Home, About Us, Contact Us, News Center, and Careers. Below this is a header for "LIFE INSURANCE • RETIREMENT • EMPLOYEE BENEFITS" with sub-links for "For Individuals", "For Business & Employers", and "For Financial Professionals". The main heading is "Register for eAccess". A progress bar indicates four steps: Step 1 (Register), Step 2 (Terms), Step 3 (Password), and Complete. Step 2 is currently active. Below the progress bar is the "Web Site Usage Agreement" section, which includes a scrollable text area containing the following text: "By accepting these Terms and Conditions and using eAccess®, 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." Below the text area is a checked checkbox with the text "I have read, understand, and accept the terms and conditions described above." and three buttons: "Next", "Cancel", and "Print". At the bottom, there is a footer with the text "The companies of ONEAMERICA FINANCIAL PARTNERS, INC." and a link to "Legal Disclaimers and Terms of Use | Privacy Statement" along with a copyright notice for 2006 to 2007.

6. Enter information to determine a password under which you will have access. Click "Next".

The screenshot shows the ONEAMERICA website's registration process, specifically the "Enter Password and Confirm" section. The progress bar at the top shows Step 1 (Register), Step 2 (Terms), Step 3 (Password), and Complete. Step 3 is currently active. Below the progress bar is the "Enter Password and Confirm" section, which includes several input fields and labels: "Password:" with a text box and a red asterisk, a link for "Password recommendations", "Confirm Password:" with a text box and a red asterisk, and the instruction "Re-enter your password for verification.", "Mother's Maiden Name:" with a text box and a red asterisk, and the instruction "Last name only.", "Birth State:" with a dropdown menu and a red asterisk, and the instruction "Choose your birth state from the list.", "Forgotten Password Question:" with a text box and a red asterisk, and the instruction "Used to verify your identity when resetting your password. Example: What is your favorite color? Maximum of 50 characters in length.", "Your Answer:" with a text box and a red asterisk, and the instruction "Example: Purple. Maximum of 20 characters in length.", and "Email Address:" with a text box and a red asterisk, and the instruction "Enter the email to send communications to." Below the input fields are two buttons: "Next" and "Cancel".

7. Registration is complete and the confirmation page will display the User ID for future use.

The screenshot shows the OneAmerica website's registration confirmation page. At the top, there is a navigation bar with the OneAmerica logo on the left and links for Home, About Us, Contact Us, News Center, and Careers on the right. Below this is a dark blue header with the text "LIFE INSURANCE • RETIREMENT • EMPLOYEE BENEFITS" and three sub-links: "For Individuals", "For Business & Employers", and "For Financial Professionals". The main content area is titled "Registration Confirmation" and features a progress indicator with four steps: "Step 1 Register", "Step 2 Terms", "Step 3 Password", and "Complete". The "Complete" step is marked with a filled square, while the others are empty. Below the progress bar, the text reads: "Congratulations! You have successfully registered for eAccess®. Your User ID for future visits to this site: JOHND3767. Your password will be the one you chose on the previous page. If you would like to grant your office administrator(s) access to your information on this website, you will need to set up their access by clicking on 'MY PROFILE' once you have logged into the eAccess® home page. This link is located in the top right-hand corner of the home page." At the bottom of the content area, there are "Login" and "Print" buttons. The footer contains the text "The companies of ONEAMERICA FINANCIAL PARTNERS, INC." and a link to "Legal Disclaimers and Terms of Use | Privacy Statement" along with a copyright notice for 2006 to 2007.