

Guide to eAccess Registration



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Section 1

Before you register: What you need

Before you register: What you need

To register for eAccess you will need five things:

- Item 1:**
 - Your 'Activation Letter'
- Item 2:**
 - Your 'Password Letter'
- Item 3:**
 - A mobile device (such as a smartphone). Please contact your client team if you do not have access to a smart device
- Item 4:**
 - A personal computer (PC)
- Item 5:**
 - Internet access for both your mobile device and PC (internet access for smart device only needed to download app, not for subsequent use of app)



An iPad can be used in place of either a mobile device or a PC, but for the purposes of this guide, we shall use a mobile device and PC in our examples.



Section 2

Registration

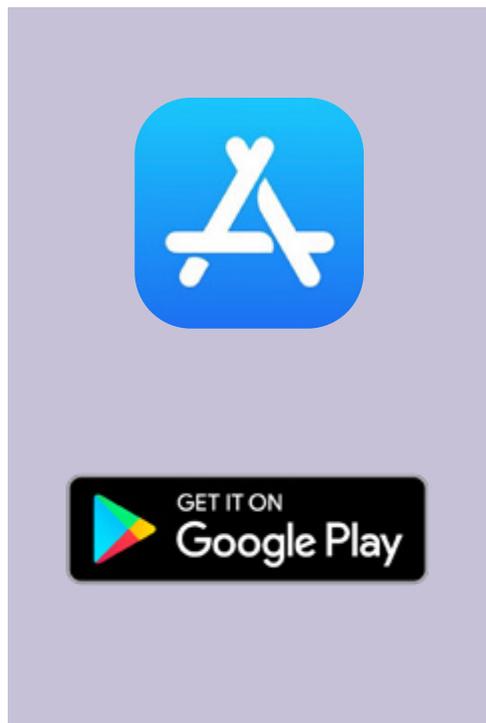
Step 1: Downloading the R&Co Secure app

Downloading the R&Co Secure app using your mobile device:

In order to register for eAccess and log-in, you will need to download the R&Co Secure app on your mobile device. This can be found on the App Store for Apple devices (as shown on the examples throughout) or on Google Play for Android devices.

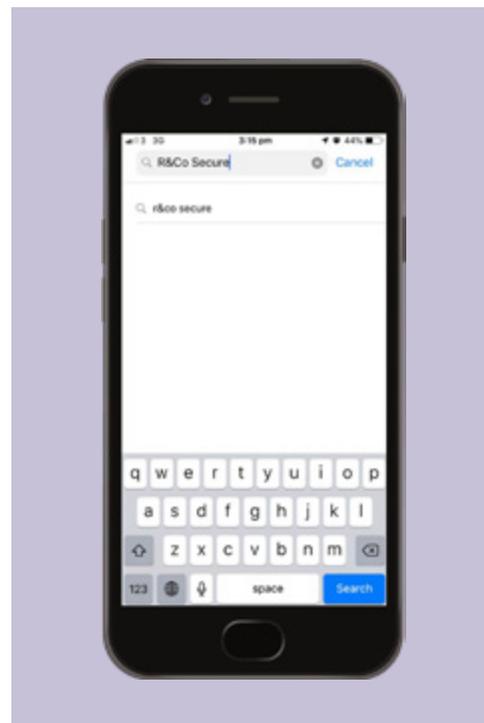
Step 1a:

- Open the App Store by clicking on one of the icons as shown below



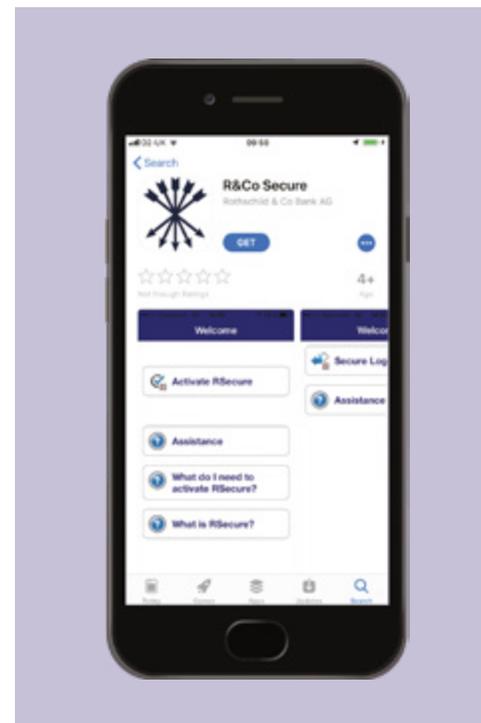
Step 1b:

- Search 'R&Co Secure' in the App Store



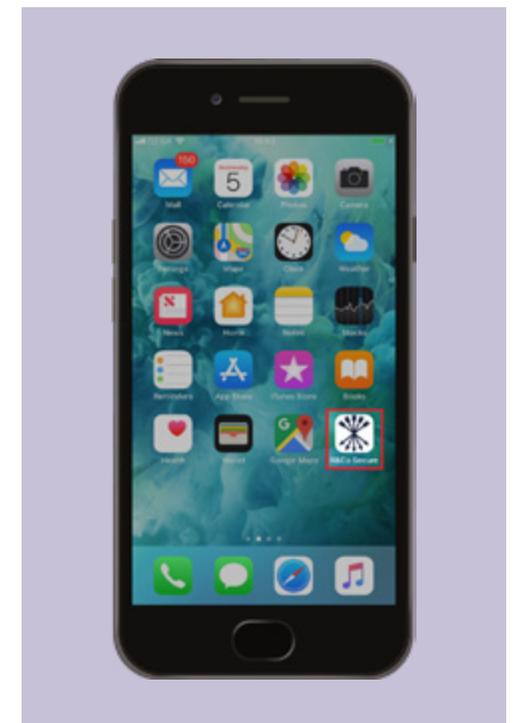
Step 1c:

- Download the app. You may need to enter your Apple password



Step 1d:

- Once downloaded, you will find R&Co Secure on your device (you may need to swipe to locate it)



Step 2: Registering for eAccess

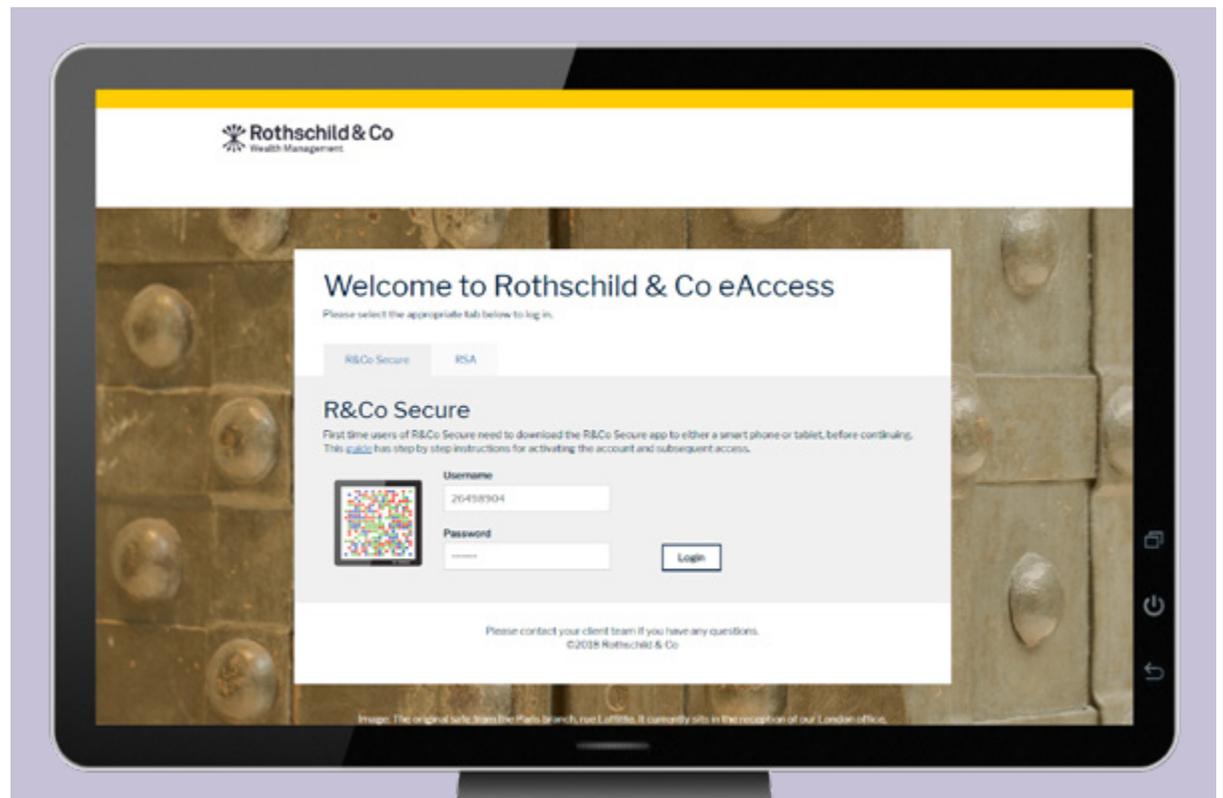
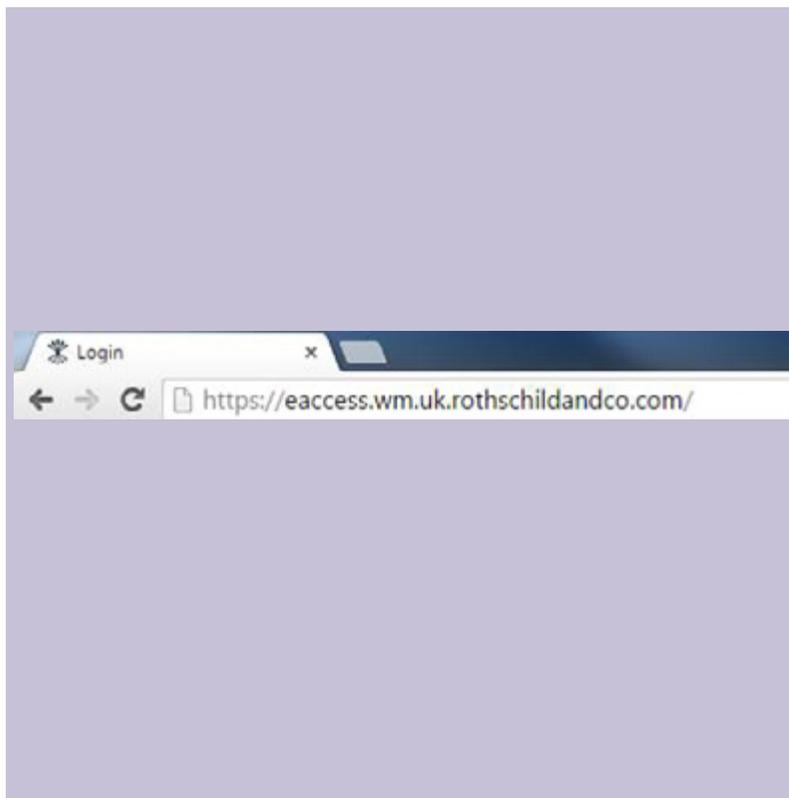
Logging in to eAccess using your PC

Step 2a

- On your PC, enter <https://eaccess.wm.uk.rothschildandco.com> into your internet browser address bar

Step 2b

- Once entered, you will see the Rothschild & Co eAccess log-in page



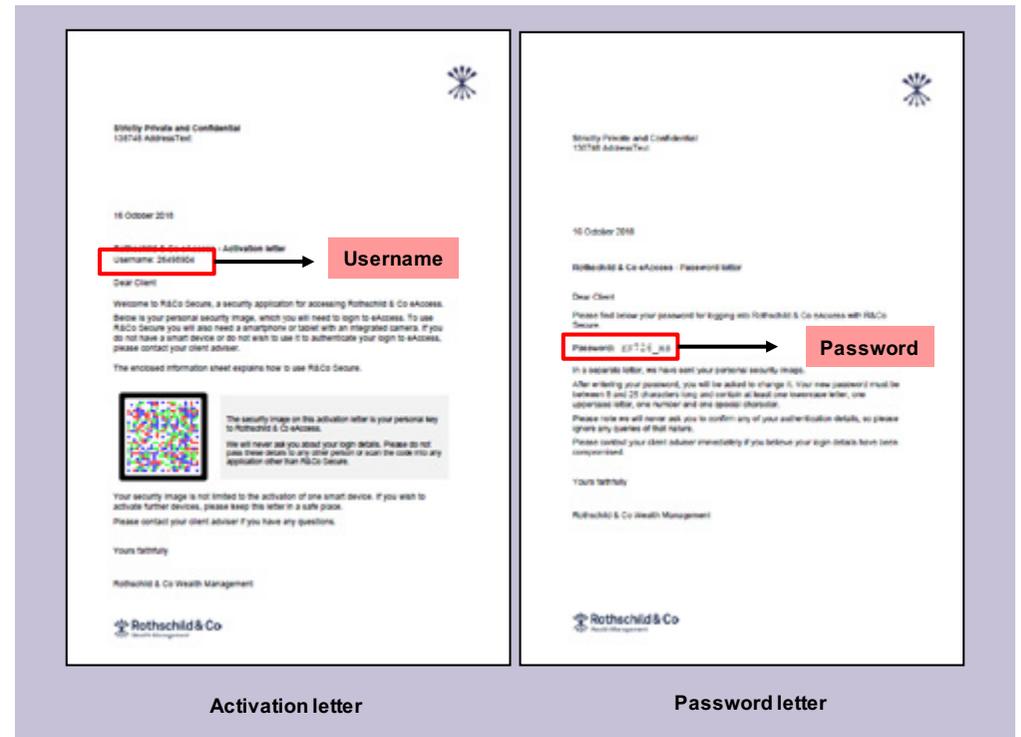
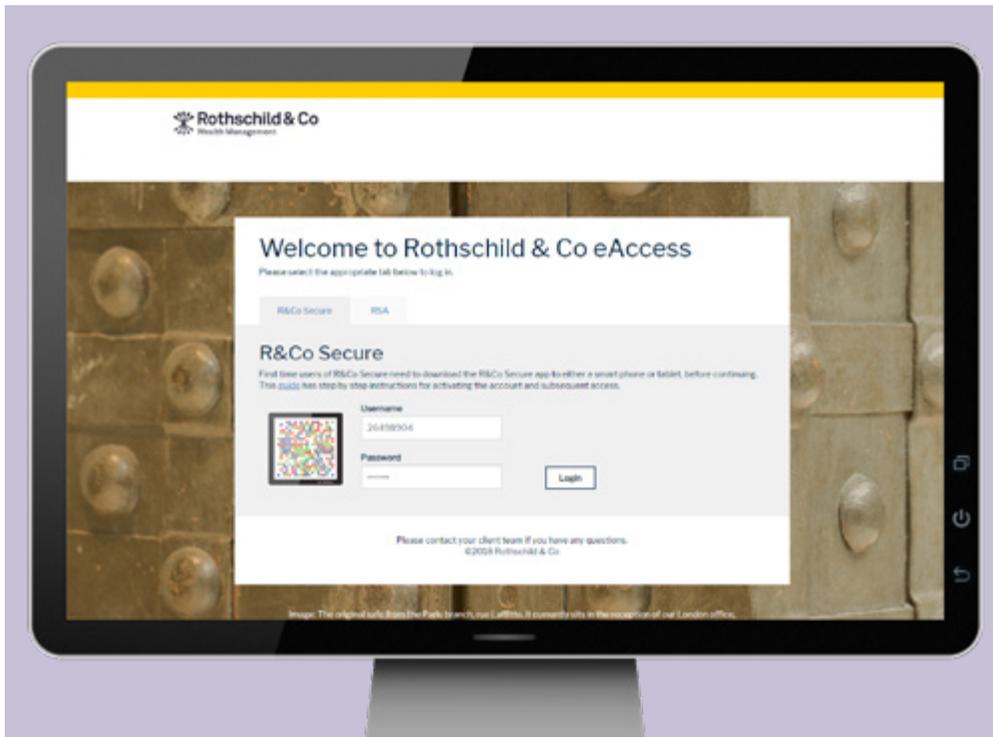
Step 2: Registering for eAccess (cont.)

Logging in to eAccess using your PC

To register, you will need to use your username from your 'Activation Letter' and the password from your 'Password Letter'.

Step 2c

- Enter your username from the 'Activation Letter' and password from the 'Password Letter' then press 'Login'.
When successful, you will be asked for an 11-digit code. To get your code, continue to step 3



Step 3: Opening the R&Co Secure app

To scan your image, please open the R&Co Secure app on your mobile device.

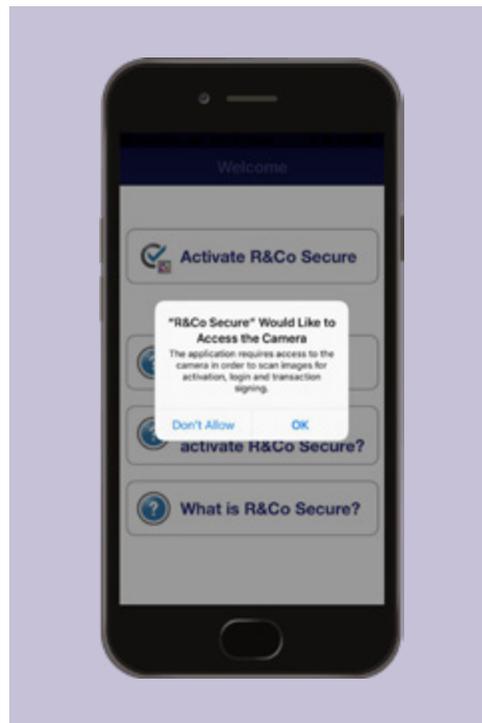
Step 3a

- Open the R&Co Secure app by clicking on the icon as shown below



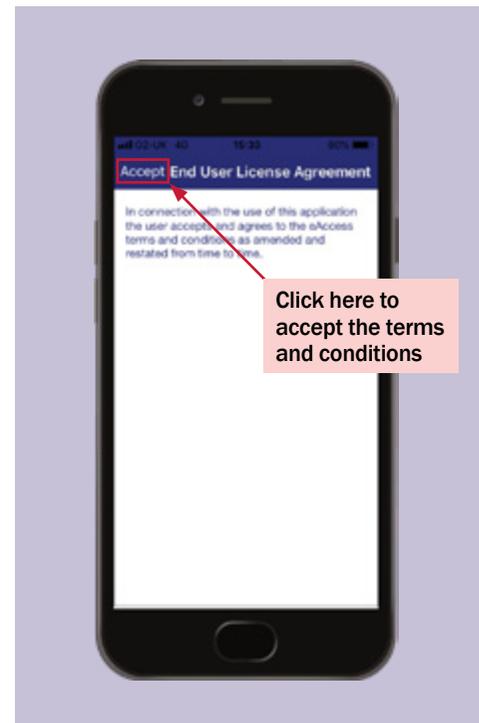
Step 3b

- You may be asked for access to your camera, please click 'OK'



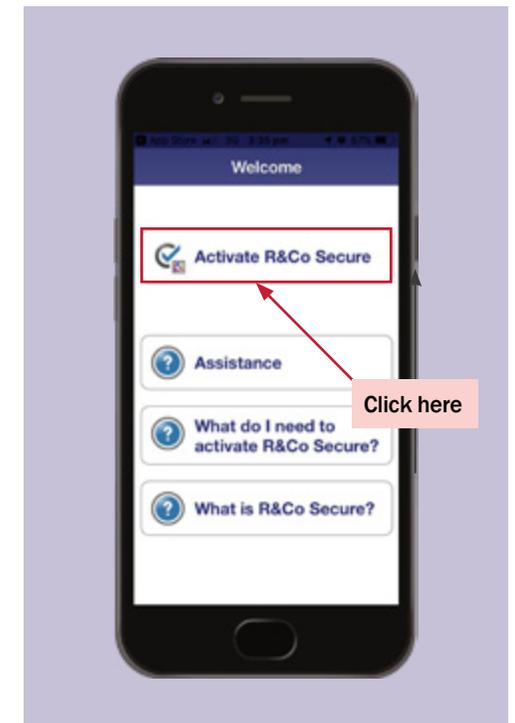
Step 3c

- Click the 'Accept' button to accept the terms and conditions



Step 3d

- To begin activation, please click 'Activate R&Co Secure'



Step 4: Entering your 11-digit code

Scanning the image on your 'Activation Letter'

Step 4a

- Using the R&Co Secure app on your mobile device, please point the camera at the image on your 'Activation Letter'



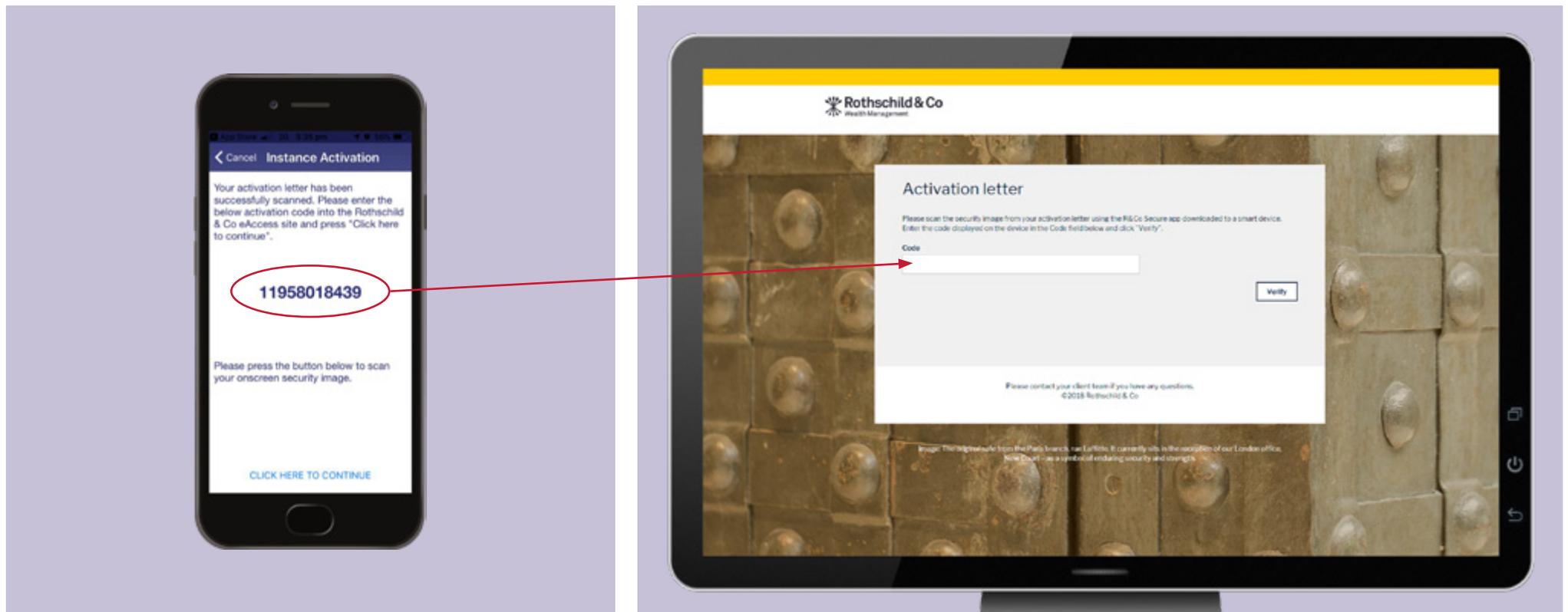
Step 4: Entering your 11-digit code

Step 4b

- When successful, an 11-digit code will appear on R&Co Secure

Step 4c

- Enter the 11-digit code into your internet browser on your PC, then press 'Verify'



Step 5: Scanning the on-screen image

Step 5a

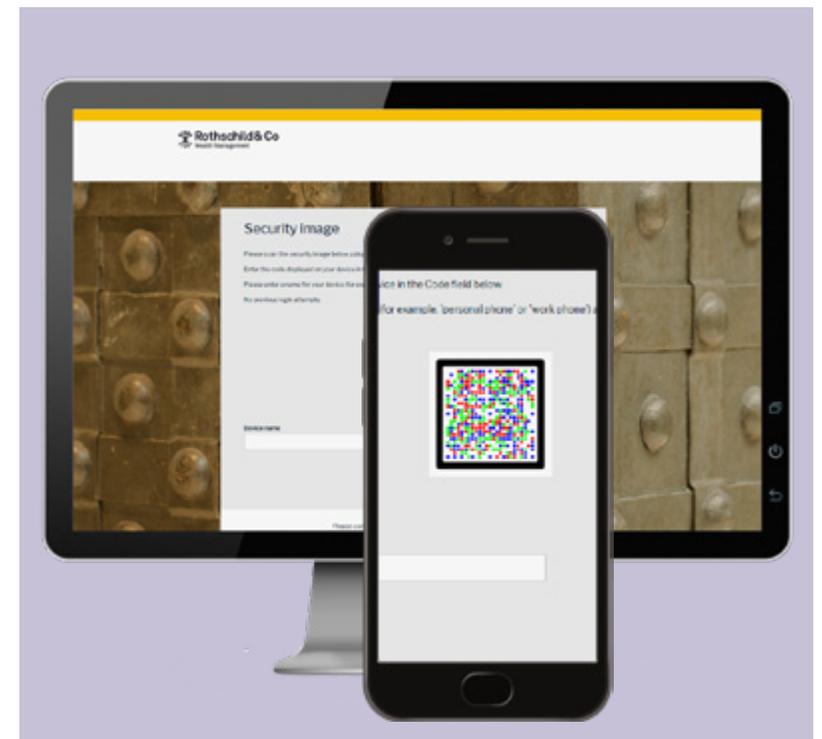
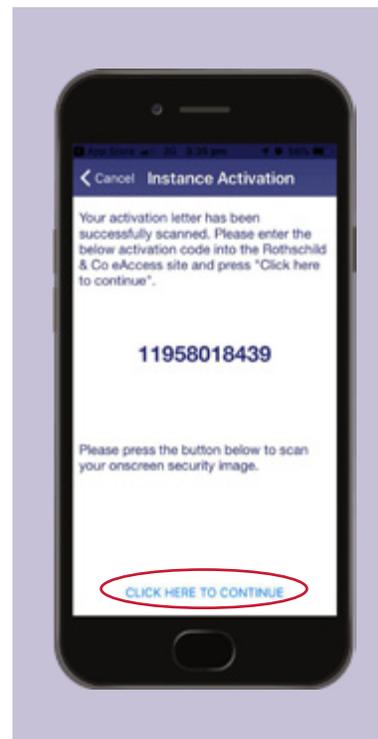
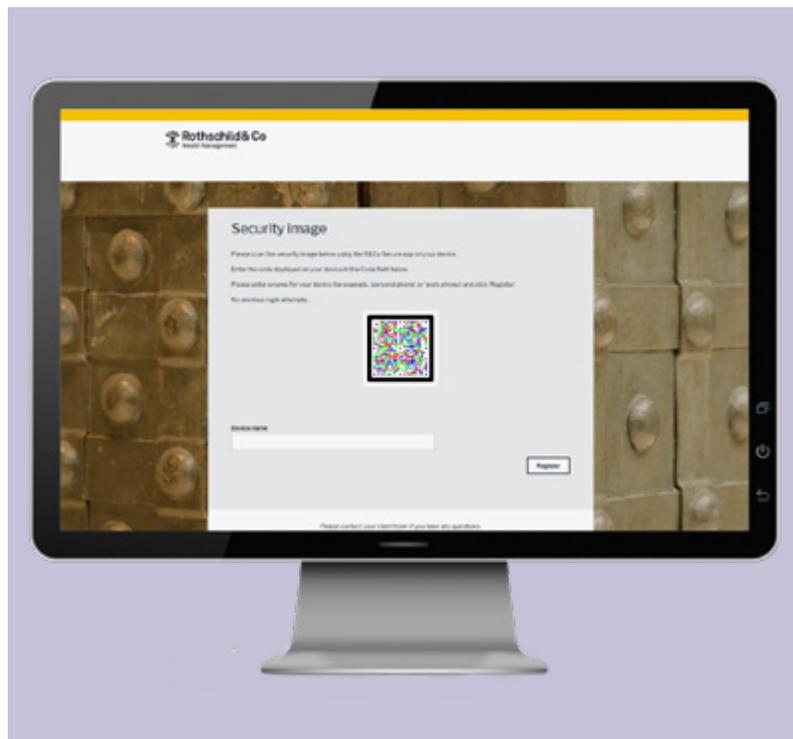
- When successful, you will be shown another image on the PC. You will need to scan this using the R&Co Secure app on your mobile device

Step 5b

- Press the 'CLICK HERE TO CONTINUE' button on the bottom of your mobile device screen

Step 5c

- Using the R&Co Secure app on your mobile device, hold your device up to the PC screen to scan the onscreen image



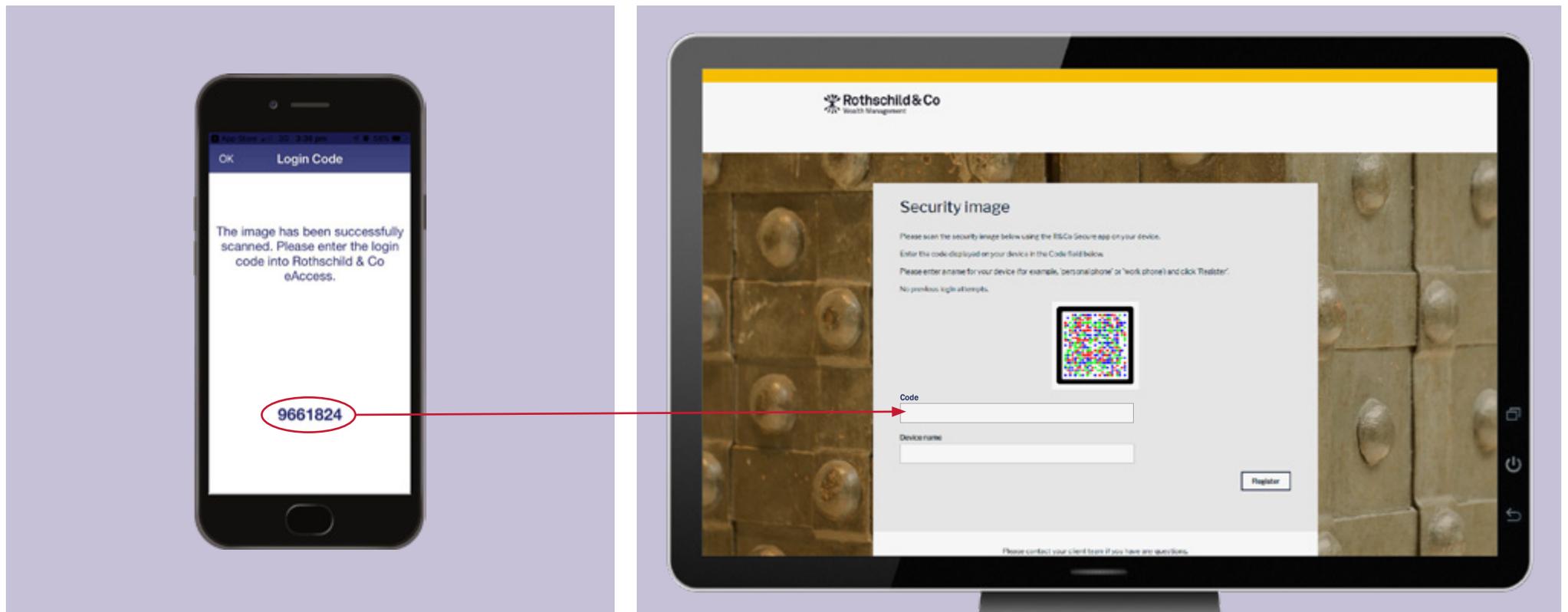
Step 6: Entering your 7-digit code

Step 6a

- When successful, a 7-digit code will appear on R&Co Secure

Step 6b

- Enter the 7-digit code into the field marked 'Code' and enter a name for your device, for example 'John's iPhone 7'. Then press 'Register'



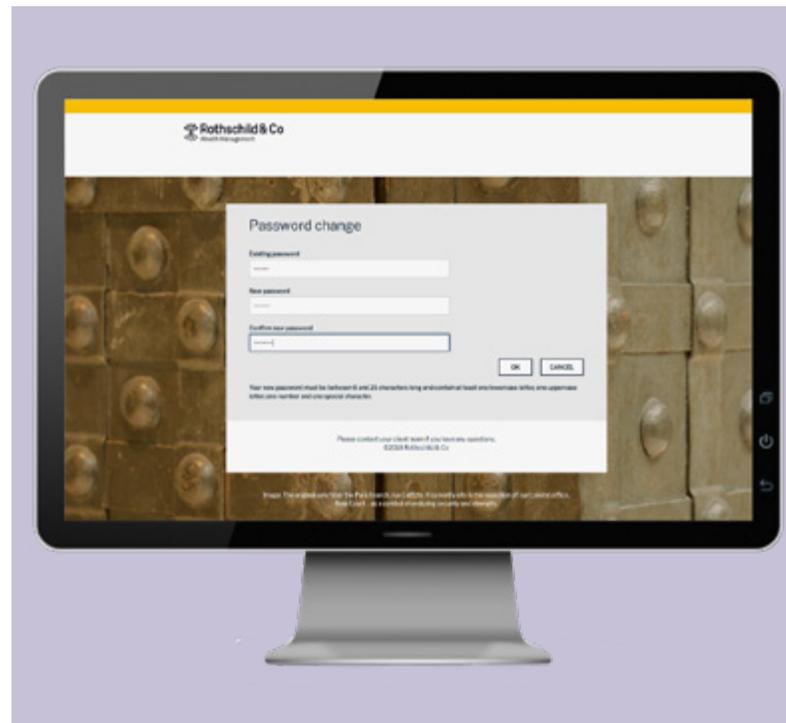
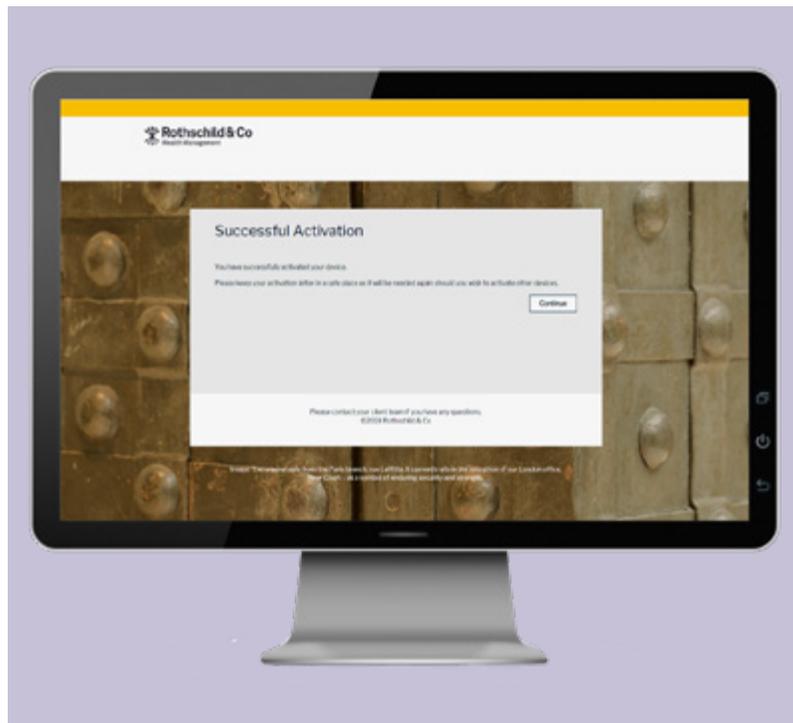
Step 7: Changing your password

Step 7a

- You have successfully registered your device.
Press 'Continue' to create your own password

Step 7b

- Enter your existing password, which is found on your 'Password Letter'. Create a new password and press 'Ok'



**Your new password must be:
Between 8 and 25
characters long, and it
must contain at least:**

- one lowercase letter
- one uppercase letter
- one number
- one special character

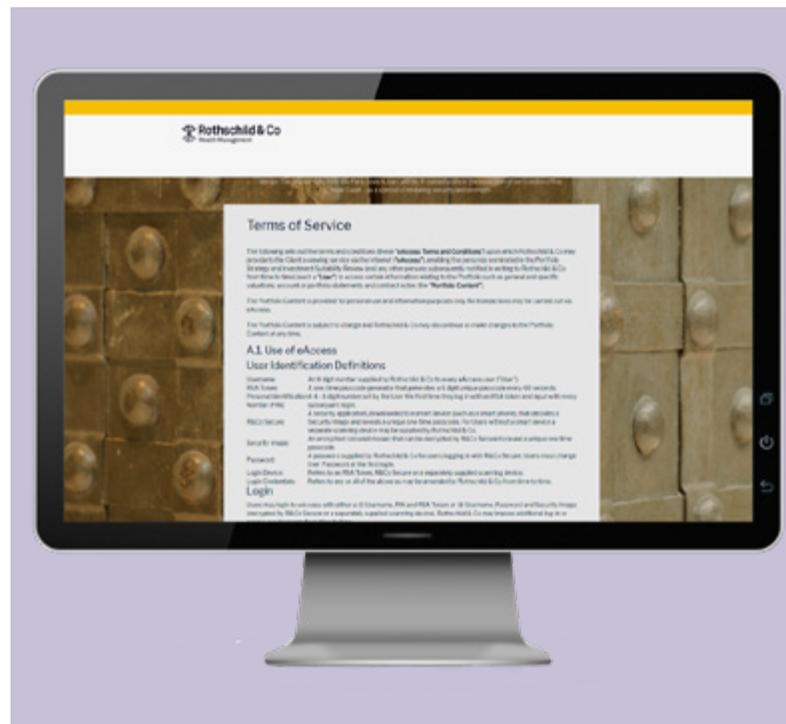
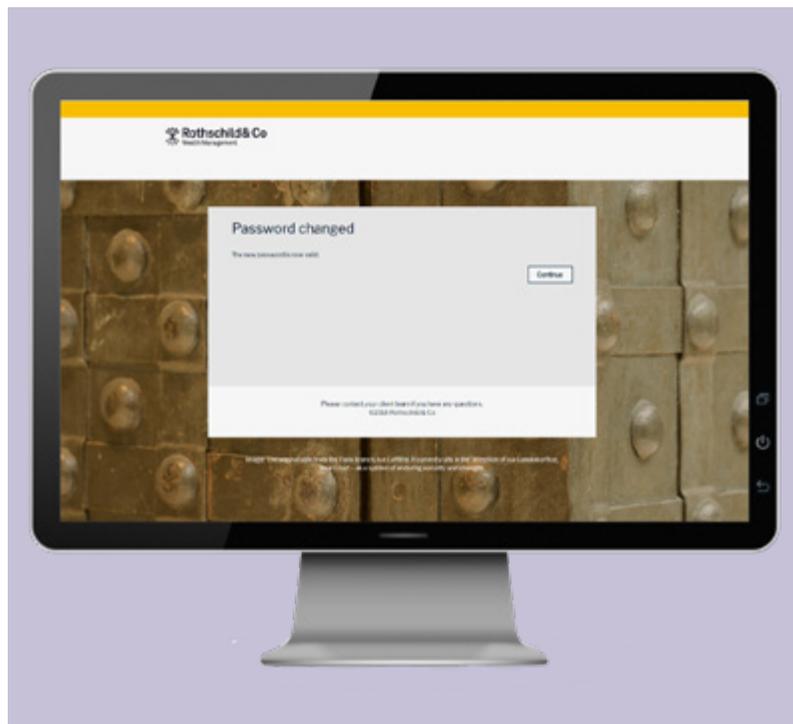
Step 8: Agreeing to the Terms of Service

Step 8a

- Your password is now changed. Please press 'Continue'

Step 8b

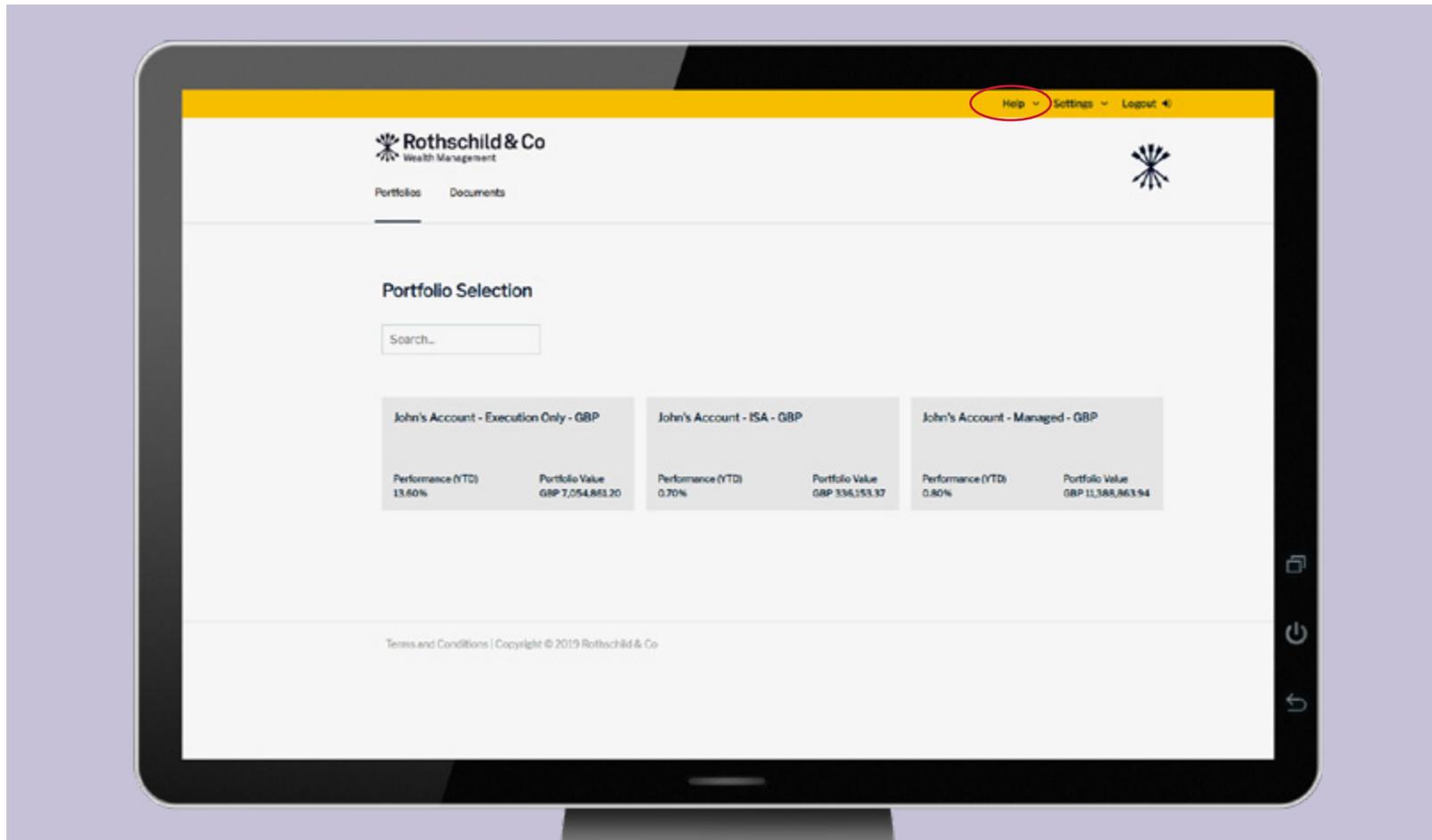
- You are now registered. To enter eAccess, please read the Terms of Service and scroll to the bottom of the page to press 'Accept'



Please note, you must accept the Terms of Service to use eAccess.

Step 9: Successful Login

You have successfully logged into your eAccess account. Should you require any assistance on navigating your eAccess account, please click 'Help'.





Section 3

Subsequent logins

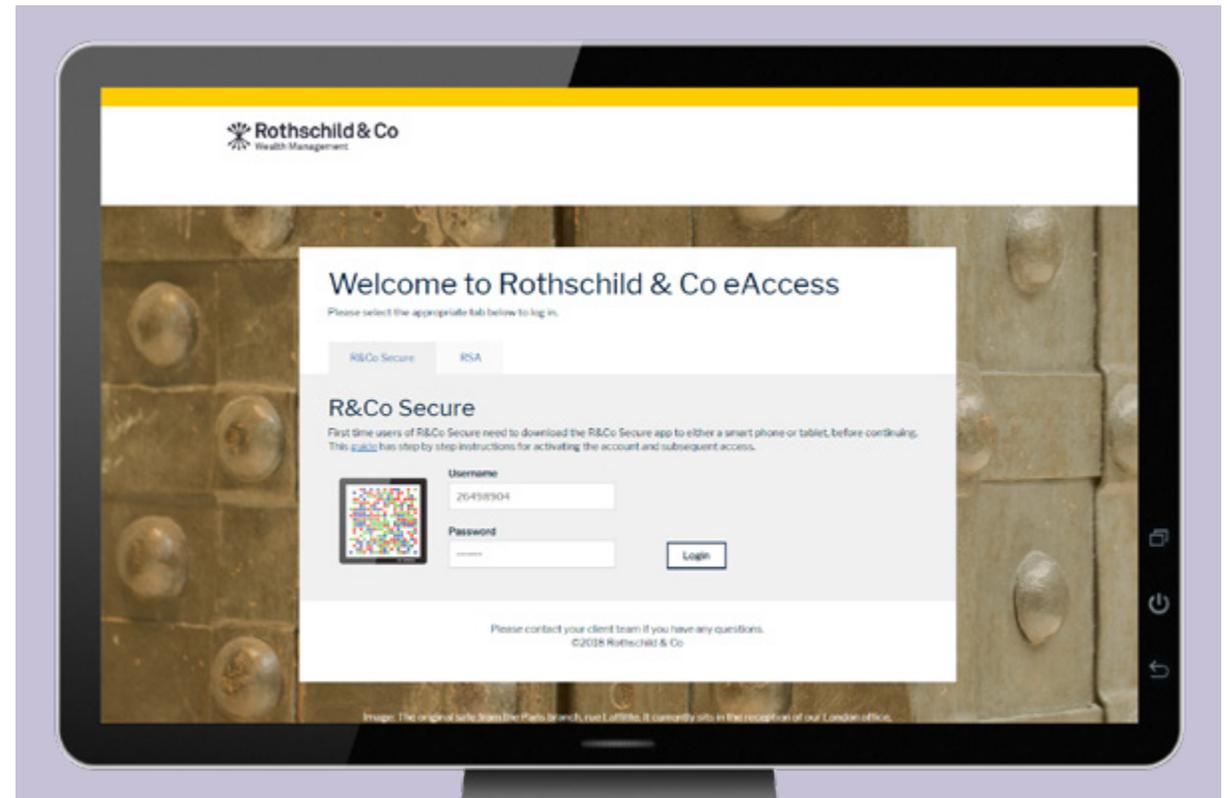
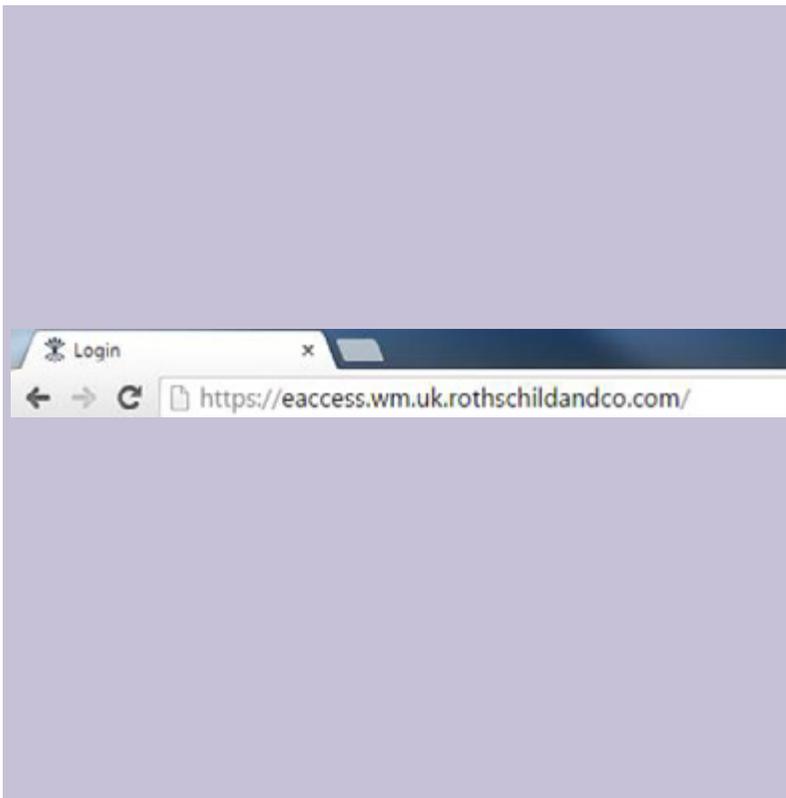
Step 1: Subsequent login to eAccess

Step 1a

- On your PC, enter <https://eaccess.wm.uk.rothschildandco.com> into your internet browser address bar

Step 1b

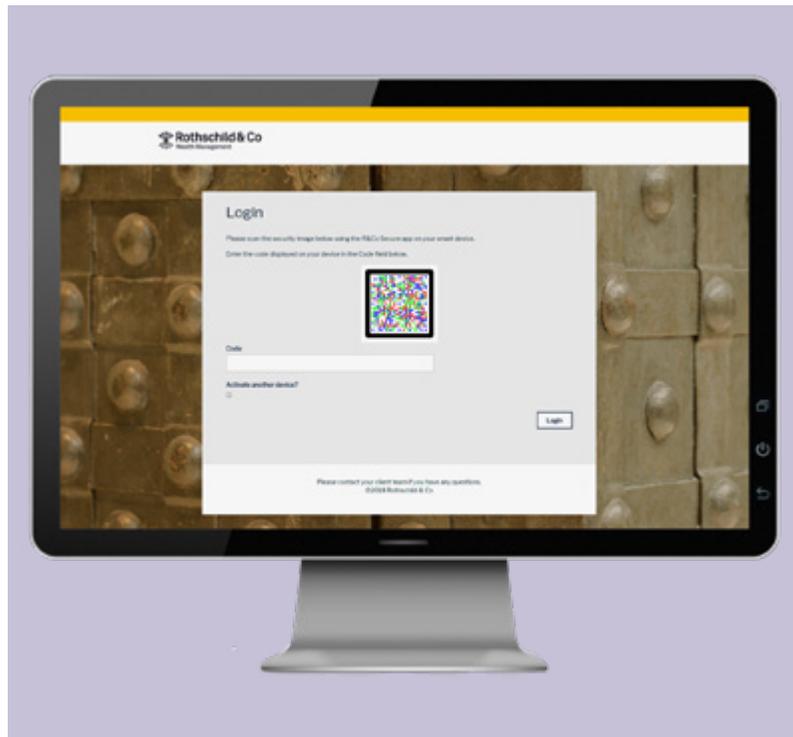
- Enter in your 'Username' and 'Password' and click 'Login'



Step 2: Scanning the on-screen image

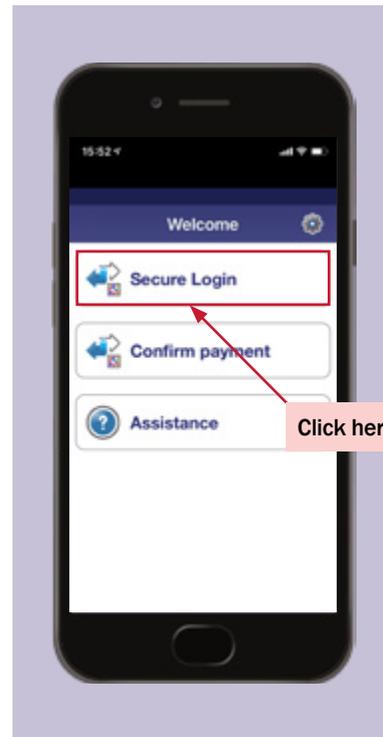
Step 2a

- When successful, you will see an image on the PC screen



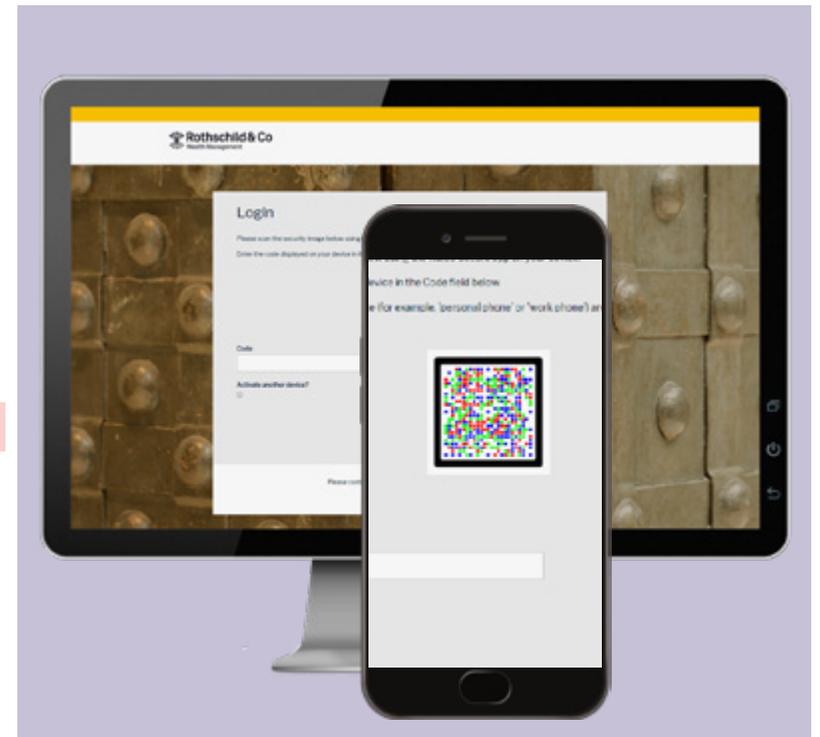
Step 2b

- Open R&Co Secure app on your mobile device and select 'Secure Login'



Step 2c

- Using the R&Co Secure app on your mobile device, hold your device up to the PC screen to scan the on-screen image



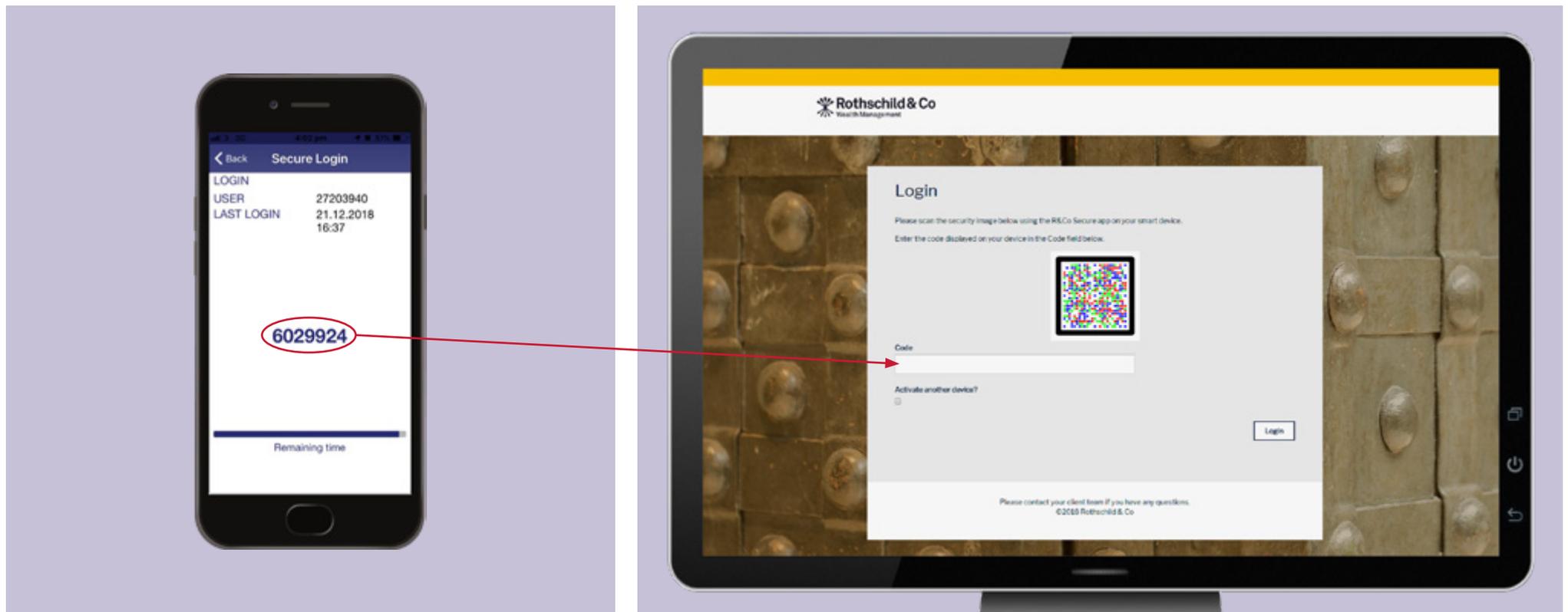
Step 3: Entering your 7-digit code

Step 3a

- When successful, a 7-digit code will appear on screen along with date and time of your last login. If the details of the last login are incorrect, do not continue with the login and contact your client team immediately.

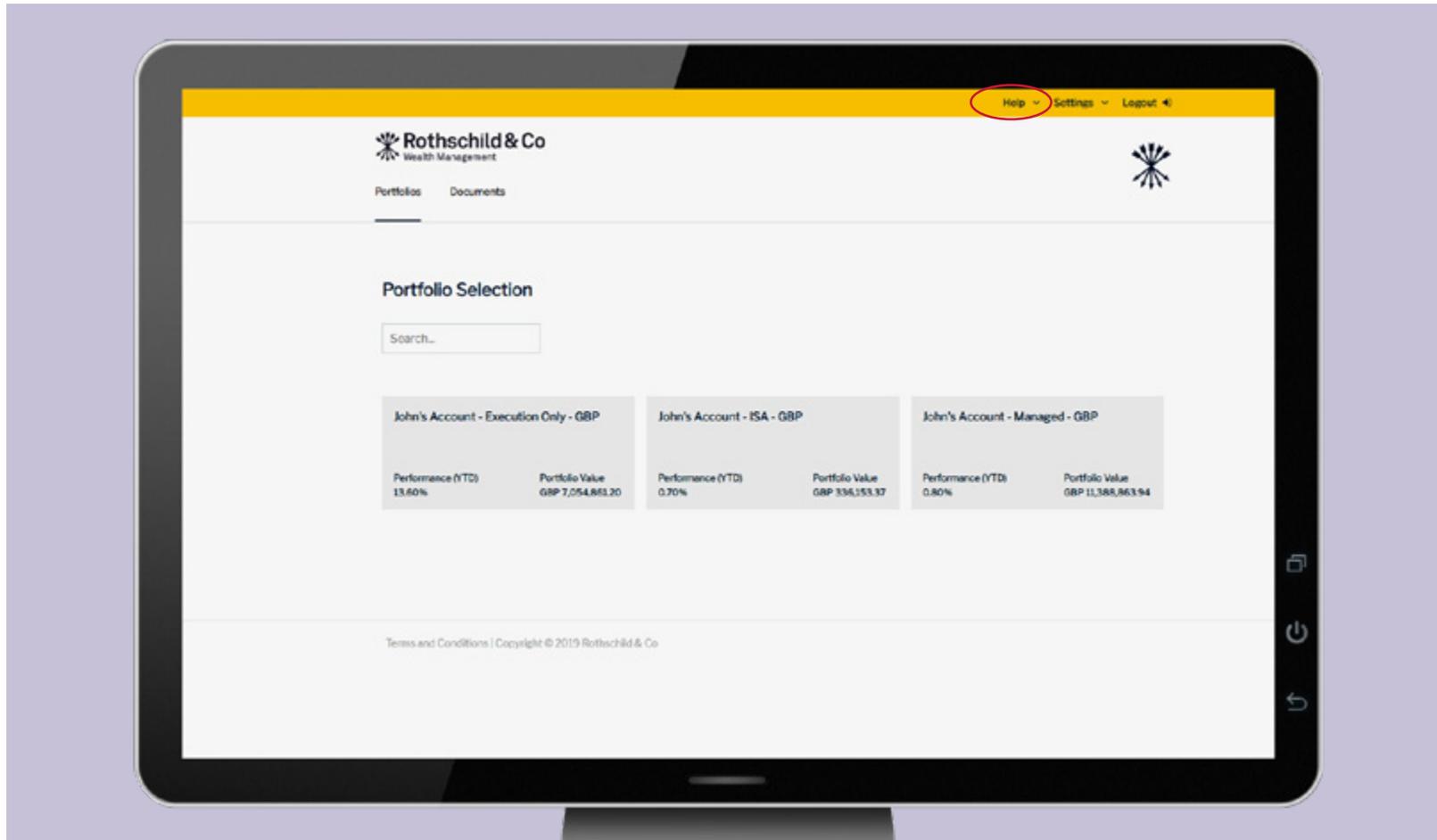
Step 3b

- Enter the 7-digit code into the field marked 'Code' and press 'Login'



Step 4: Successful login

You have successfully logged into your eAccess account. Should you require any assistance on navigating your eAccess account, please click 'Help'





Section 4

Register a new device

To register a new device

To register for eAccess you will need five things:

Item 1:

- Your 'Activation Letter'

Should you not have your activation letter, please contact your Client Team to send you another. Your existing password will not have been changed unless requested.

Item 2:

- Your Original Activated device

Item 3:

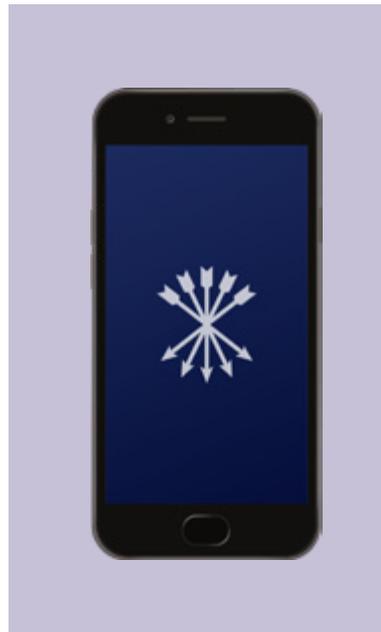
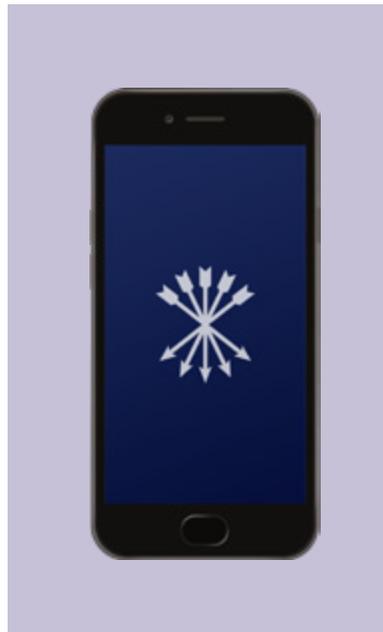
- Your new device with R&Co Secure app downloaded

Item 4:

- A personal computer (PC)

Item 5:

- Internet access for both your mobile device and PC (internet access for smart device only needed to download app, not for subsequent use of app)



- If you no longer have access to your existing device, please contact your Client Team and request that they remove it from your account. Once your Client Team has removed your existing device, you can then proceed to login and activate a new device from section 2, step 2c onwards, which requires your original activation letter.

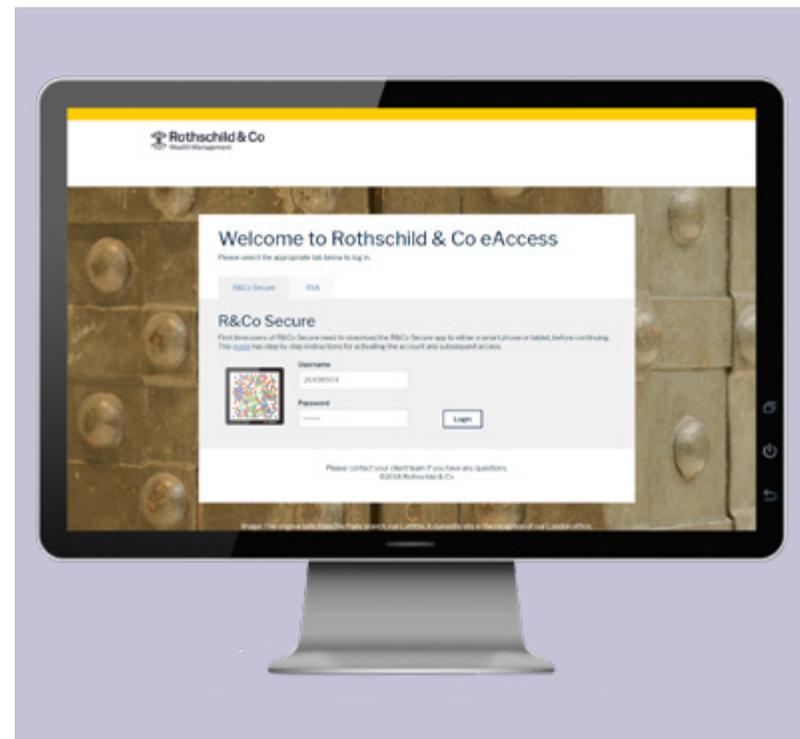
Please note, an iPad can be used in place of either a mobile device or a PC.

To register a new device

To register a new device, login at <https://eaccess.wm.uk.rothschildandco.com> using your existing device.

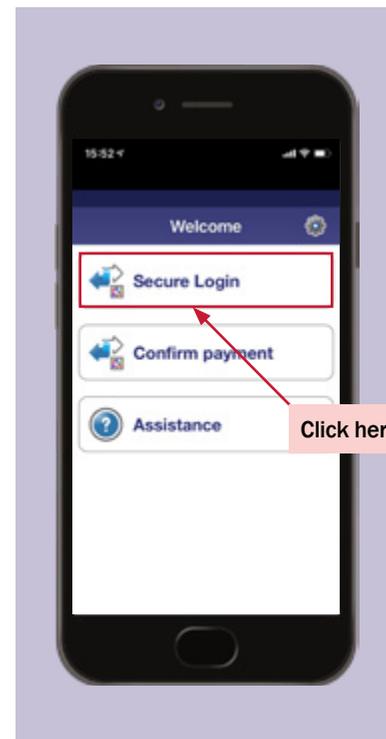
Step 1a

- Open the URL to see the screen below
- Enter in your 'Username' and 'Password' and click 'Login'



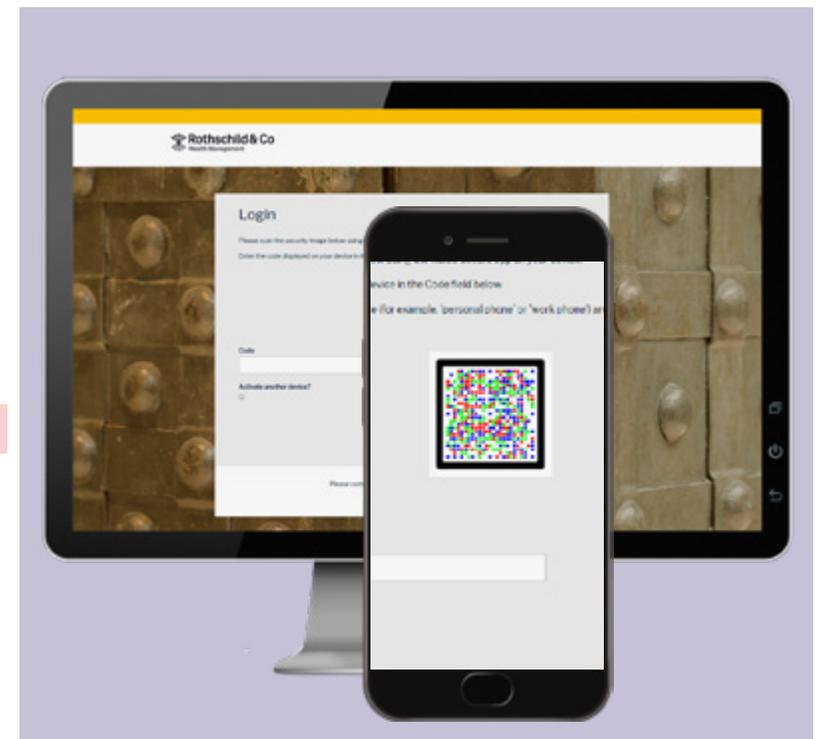
Step 1b

- Open R&Co Secure app on your existing mobile device and select 'Secure Login'



Step 1c

- Using the R&Co Secure app on your existing mobile device, hold your device up to the PC screen to scan the on-screen image



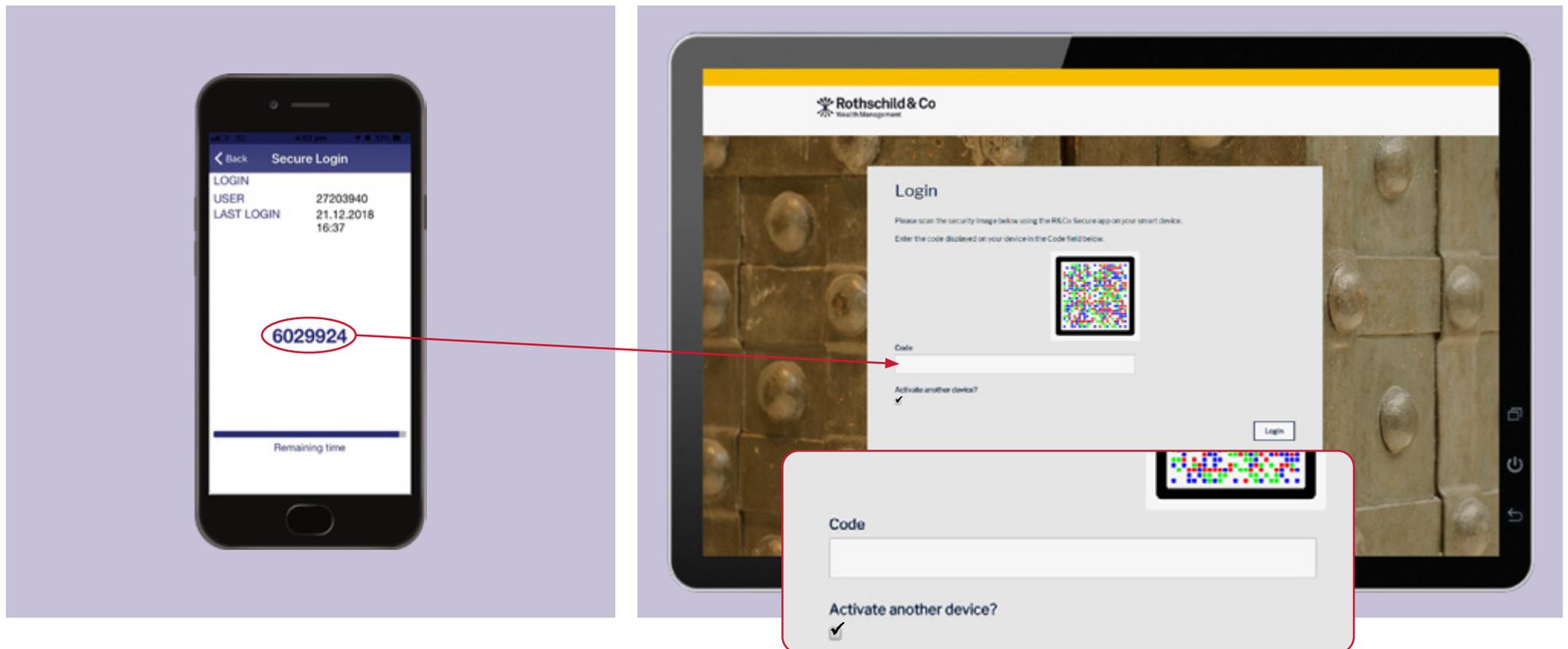
To register a new device

Step 2a

- When successful, a 7-digit code will appear on screen along with date and time of your last login. If the details of the last login are incorrect, do not continue with the login and contact your client team immediately.

Step 2b

- Enter the 7-digit code into the field marketed 'Code,' tick 'Activate another device' and press 'Login.'



To register a new device

Step 3a

- Using the R&Co Secure app on your new mobile device, please point the camera at the image on your 'Activation Letter'



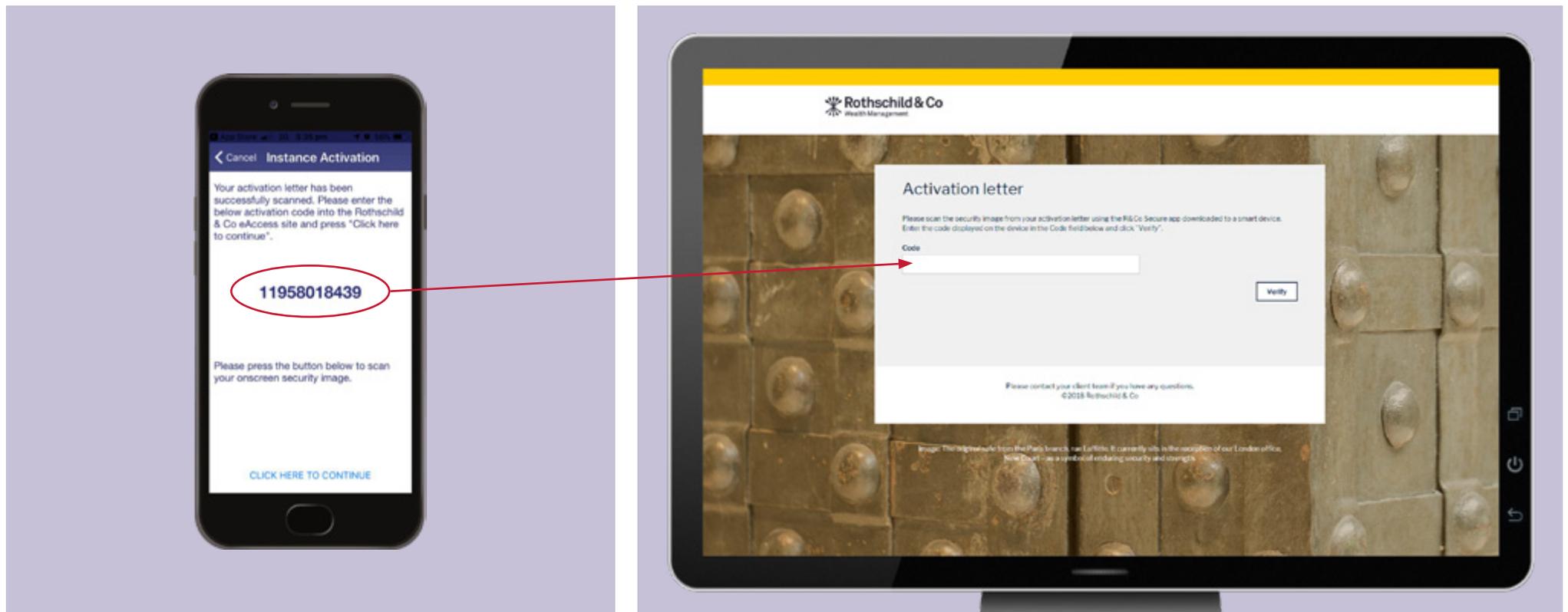
To register a new device

Step 3b

- When successful, an 11-digit code will appear on R&Co Secure

Step 3c

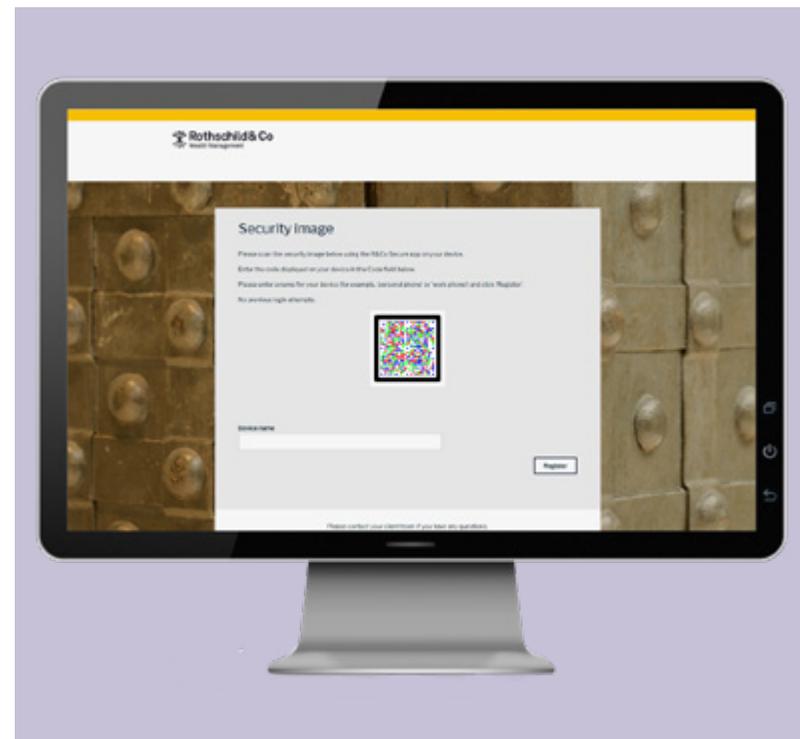
- Enter the 11-digit code into your internet browser on your PC, then press 'Verify'



To register a new device

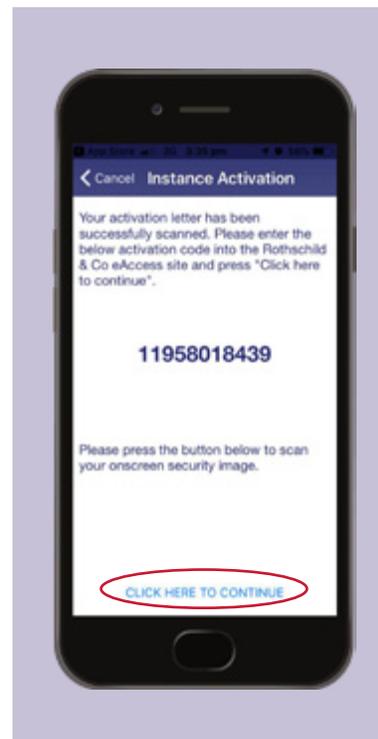
Step 4a

- When successful, you will be shown another image on the PC. You will need to scan this using the R&Co Secure app on your new mobile device



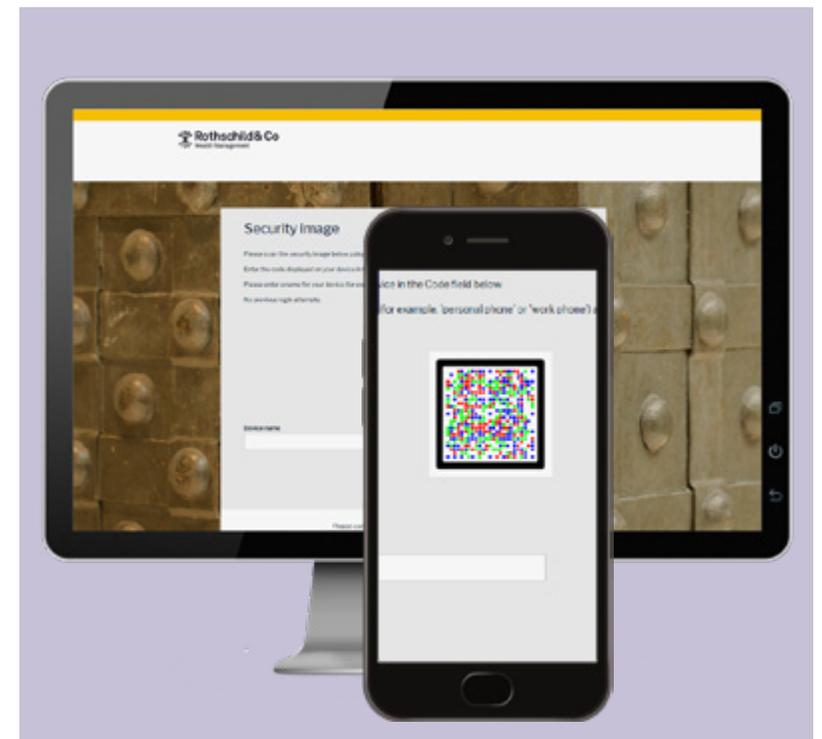
Step 4b

- Press the 'CLICK HERE TO CONTINUE' button on the bottom of your new mobile device screen



Step 4c

- Using the R&Co Secure app on your new mobile device, hold your device up to the PC screen to scan the onscreen image



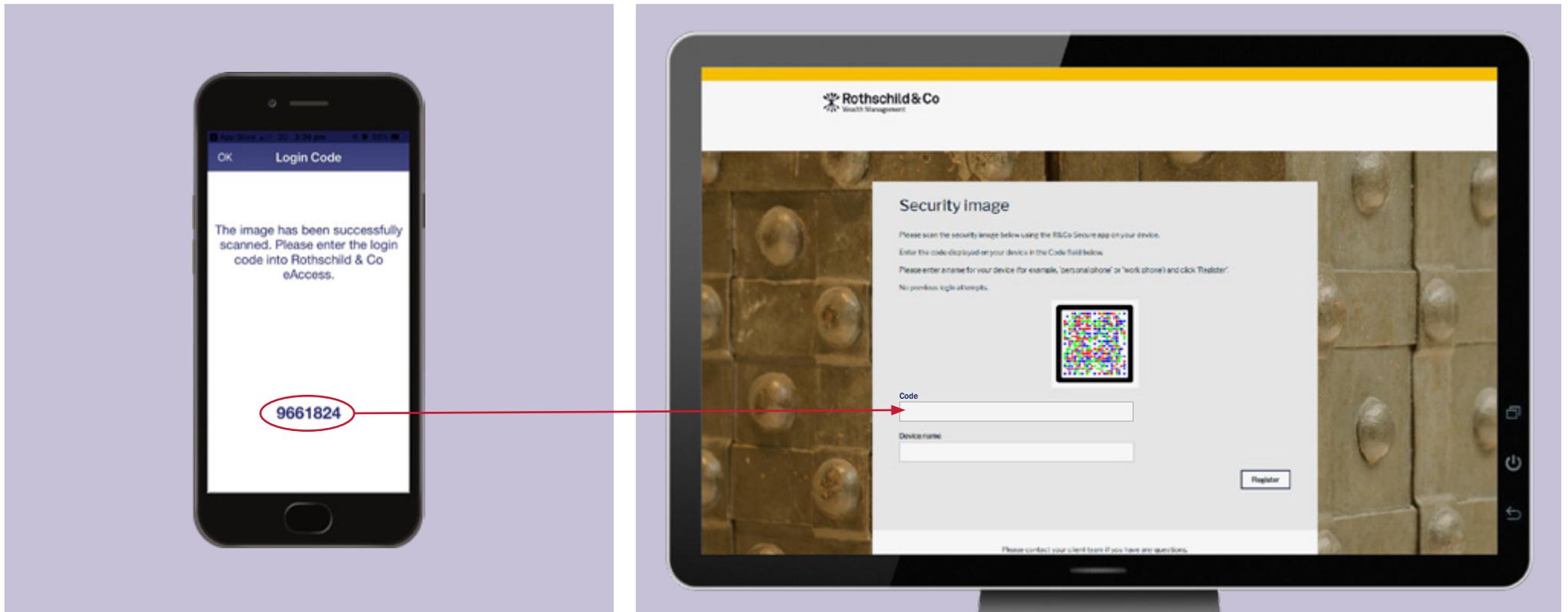
To register a new device

Step 5a

- When successful, a 7-digit code will appear on R&Co Secure

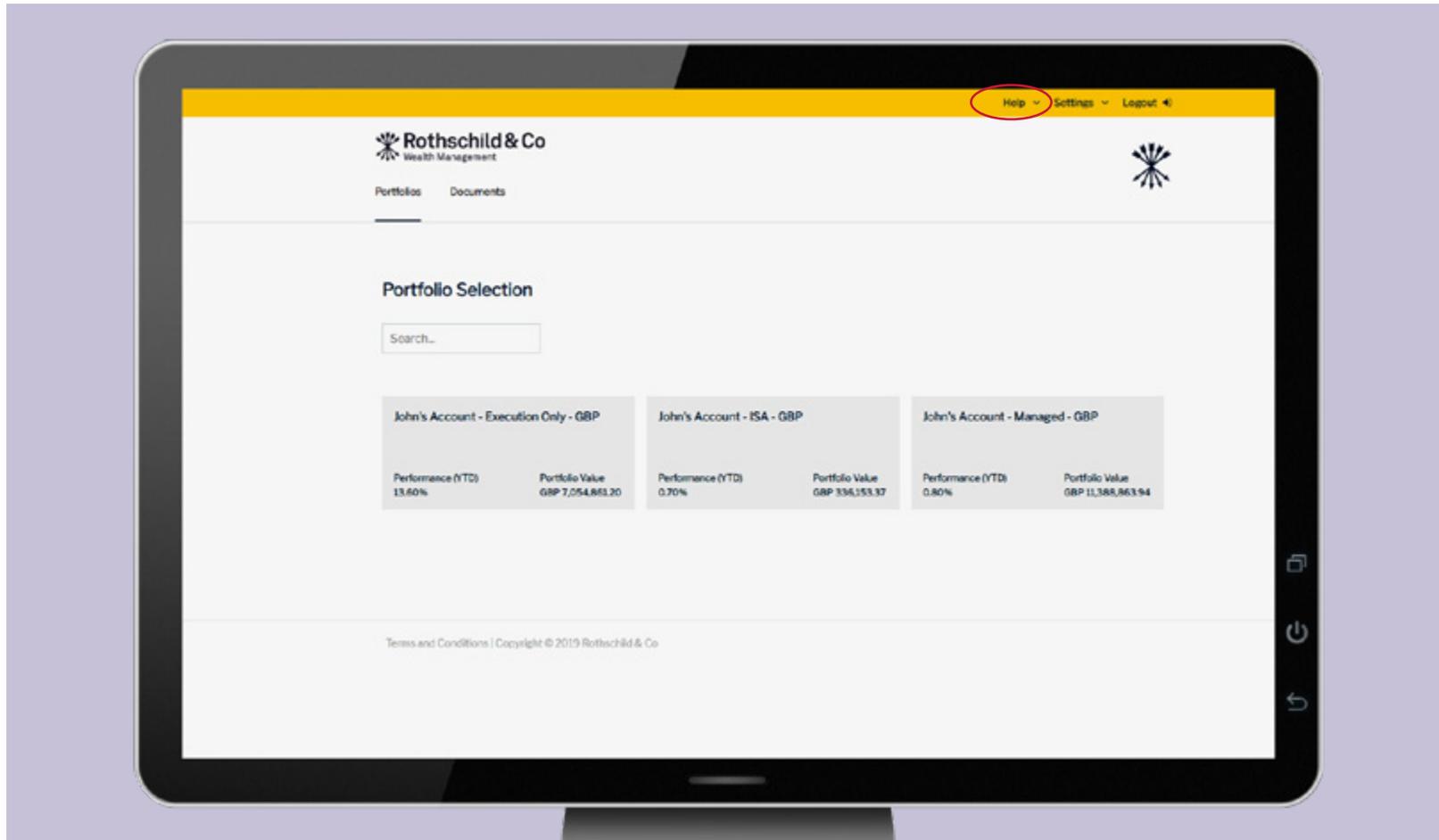
Step 5b

- Enter the 7-digit code into the field marked 'Code' and enter a name for your new device, for example 'John's iPhone 7'. Then press 'Register'



To register a new device

You have successfully logged into your eAccess account. Should you require any assistance on navigating your eAccess account, please click 'Help'.



Ongoing support

For any questions, queries or issues, or if you lose your mobile device after registering for R&Co Secure, please contact your Client Team.