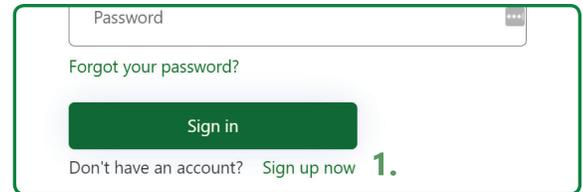


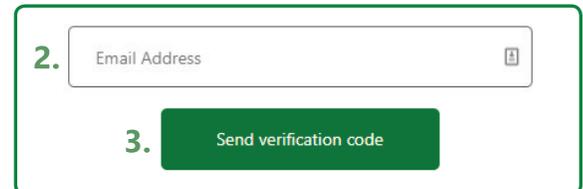
## MEMBER ANNUITY PORTAL ACCOUNT CREATION GUIDE

To create an account for the **Member Annuity Portal**, follow the instructions below:

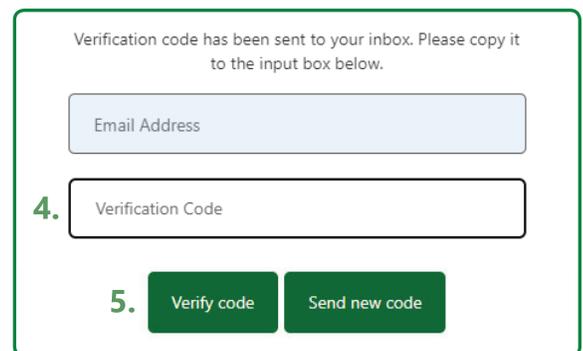
1. On the portal sign in page, click on the **Sign up now** link.
2. Enter a valid email address you wish to use for this account into the **Email Address** field.
3. Click on the **Send verification code** button. This will send a code to the email address you entered in the previous step. *The email will be from nssb2c, you may need to check the spam folder if it doesn't arrive properly.*
4. Retrieve the code from the email you received, then type or copy and paste the code into the newly created **Verification Code** field.
5. Click on the **Verify code** button to complete email verification, or click on the **Send new code** button if your previous code expires.
6. After a successful verification, a **Change e-mail** button will appear if you wish to change the email you want to verify for your account, otherwise continue to next step.
7. Next, enter a sufficiently complex password into the **New Password** field, then re-enter the same password again in the **Confirm New Password** field.
8. Enter your **First and Last Names** in their corresponding fields.
9. Next, enter the **last four digits of your Social Security Number** in the following field.
10. Enter the **Policy Number** of your account in the next field.
11. Finally, enter your **Date of Birth** in the correct format. (MM/DD/YYYY)
12. If satisfied with the information entered, click on the **Create** button to finish account creation.
13. Upon successful account creation, you will be redirected to your new account dashboard within the portal. If you need further assistance to successfully create an account, you can contact the home office at **(724) 731-0094** and we will do our best to assist you.



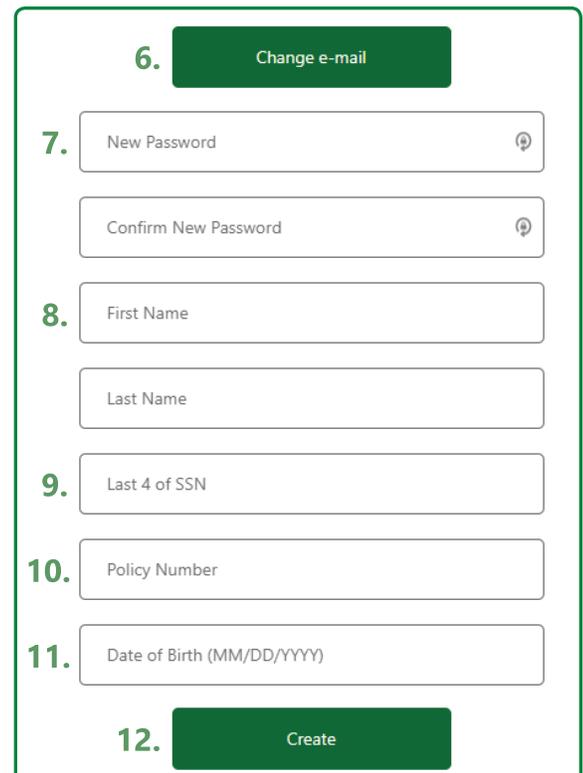
Password  
 Forgot your password?  
  
 Don't have an account? Sign up now **1.**



**2.**  Email Address  
**3.**



Verification code has been sent to your inbox. Please copy it to the input box below.  
 Email Address  
**4.**  Verification Code  
**5.**



**6.**   
**7.**  New Password  
 Confirm New Password  
**8.**  First Name  
 Last Name  
**9.**  Last 4 of SSN  
**10.**  Policy Number  
**11.**  Date of Birth (MM/DD/YYYY)  
**12.**