



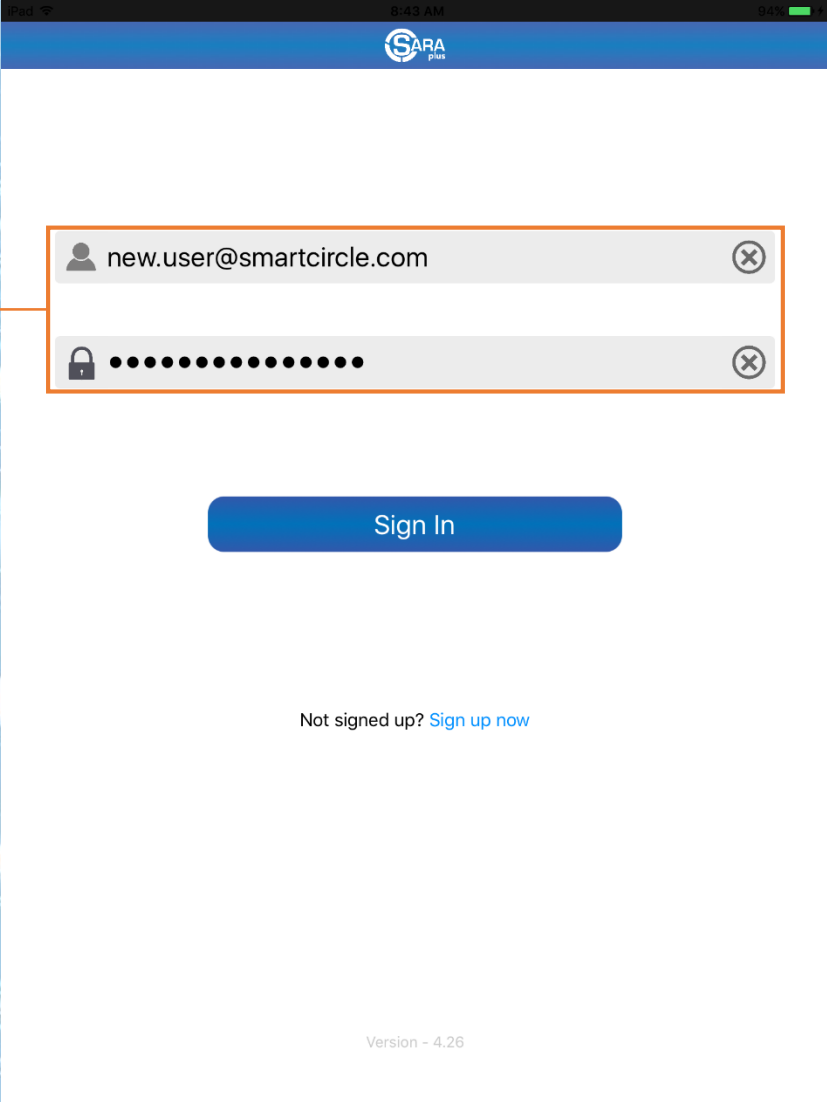
## First Time Login Guide



# First Time Login

Using a predefined Username/Password will let the app know this is a users first time logging in

**Predefined Credentials**  
Username: new.user@smartcircle.com  
Password: SmartCircle1234





# First Time Login

The agent will enter his Lead Rep ID and Sales Rep ID here

This will verify the information entered is correct and active

New Smart Circle Retail User Creation

Lead Rep ID  
Abc1

Sales Rep ID  
Abc1-123

Verify

Previous



# First Time Login

Lead Rep ID and Sales Rep ID have been verified and are now locked

This icon will alert users if an email is valid and verified (green), valid but unverified (yellow) or invalid and unverified (red)

The user will enter the rest of his account information here

The screenshot shows a mobile application interface for user creation. At the top, a blue header reads "New Smart Circle Retail User Creation". Below this, there are two input fields: "Lead Rep ID" with the value "Abc1" and "Sales Rep ID" with the value "Abc1-123". Both fields are highlighted with a green border. Below these is a "Create User" section with a blue header. It contains four input fields: "Login Email" with the value "david.demo@demo.com" and a green checkmark icon; "Password" with the value "Password123"; "First Name" with the value "David"; and "Last Name" with the value "Demo". The password field has a text requirement below it: "Passwords are required to be between 8 and 15 characters in length and include at least 1 upper case letter, 1 lower case letter and 1 number." At the bottom of the screen, there are two blue buttons: "Previous" on the left and "Next" on the right. The "Next" button is highlighted with a red border.

The requirements of the password are listed here

Tapping next will verify the information entered and create the users account



# Login

Username

Password

SARA plus

test10@test.com

●●●●●●●●

Sign In

Not signed up? [Sign up now](#)

Version - 4.18



# User Information Setup

Enter a mobile phone number for your account

Enter a contact email for your account

Text explaining why SARA Plus is asking for this information

**SARA Plus**

SARA Plus requires additional security data.  
A valid mobile phone number and/or contact email is required for each user to receive a passcode to validate a user's login location.

Mobile Phone/Contact Email

Mobile Phone #  
###-###-####

AND/OR

Contact Email  
email@email.com

Security Question

Security Question

--

Who is your favorite actor, musician, or artist?  
In what city were you born?

Security Answer



# User Information Setup

Request a text message with your code to be sent to the number entered

**SARA Plus**

SARA Plus requires additional security data.  
A valid mobile phone number and/or contact email is required for each user to receive a passcode to validate a user's login location.

**Mobile Phone/Contact Email**

Mobile Phone #  
515-123-4567 **Send Code**

AND/OR

Contact Email  
email@email.com

**Security Question**

Security Question  
--  
Who is your favorite actor, musician, or artist?  
In what city were you born?

Security Answer



# User Information Setup

Enter the code  
sent to you here

SARA Plus requires additional security data.  
A valid mobile phone number and/or contact email is required for each user to receive a passcode to validate a user's login location.

Mobile Phone/Contact Email

Mobile Phone #  
515-123-4567 [Re-send code](#)

Code  
473389 [Confirm Code](#)

AND/OR

Contact Email  
email@email.com

Security Question

Who is your favorite actor, musician, or artist?  
in what city were you born?

Security Answer



# User Information Setup

**SARA Plus**

SARA Plus requires additional security data.  
A valid mobile phone number and/or contact email is required for each user to receive a passcode to validate a user's login location.

**Mobile Phone/Contact Email**

Mobile Phone #  
515-123-4567 Verified

AND/OR

Contact Email  
email@email.com

**Security Question**

Security Question

Who is your favorite actor, musician, or artist?  
In what city were you born?  
What is the name of your first school?  
What is your favorite movie?

Security Answer  
Des Moines

**Continue**

The mobile phone has been verified

Select a security question and answer

This button will appear once all requirements have been met