

# Quick Reference Guide – Activating your Account

<ul style="list-style-type: none"> <li>&gt; Initial page for Employee Online: <a href="http://www.computershare.com/OPG">www.computershare.com/OPG</a></li> </ul>	
<ul style="list-style-type: none"> <li>&gt; All Plan members click on <b>Activate Account</b> to set up Customized User ID and Password.</li> <li>&gt; This step is <u>ONLY</u> required the first time you log in.</li> </ul>	
<ul style="list-style-type: none"> <li>&gt; <b>Global Identifier:</b> Your Global ID is your 6 digits OPG employee number and will also be included in the welcome package sent via mail.</li> <li>&gt; <b>Password:</b> Enter the temporary password (PIN) provided to you via mail (separately from your welcome package).</li> <li>&gt; Type the characters you see in the image box</li> </ul>	
<ul style="list-style-type: none"> <li>&gt; Complete all the fields on the Account Update screen</li> </ul>	
<ul style="list-style-type: none"> <li>&gt; Read and Accept the Terms and Conditions</li> </ul>	
<ul style="list-style-type: none"> <li>&gt; Congratulations, you've successfully activated your account!</li> <li>&gt; Going forward, click on <b>Login</b> to access your account, and use your personal User ID and password to login.</li> </ul>	