



# Activating your Account

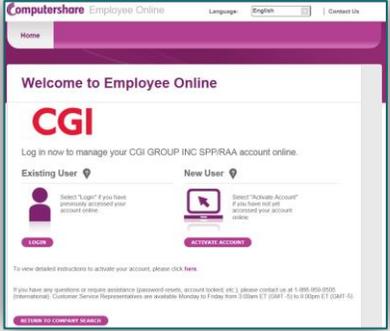
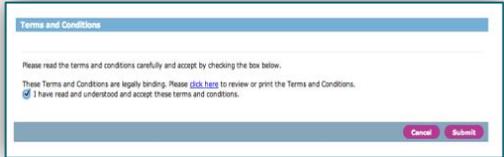
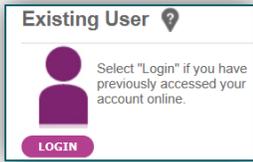
## - How to Access your Account Online

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# Activating your Account - How to Access your Account Online

## Quick Reference Guide – How to Activate my Account

<ul style="list-style-type: none"> <li>&gt; New login page for Online SPP effective February 24, 2015             <ul style="list-style-type: none"> <li>o <a href="http://www.computershare.com/employee/cgispp">http://www.computershare.com/employee/cgispp</a></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>&gt; All Plan members, existing and new, 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 to this site.</li> </ul>	
<ul style="list-style-type: none"> <li>&gt; <b>Global ID:</b> Enter your Global ID as indicated on your Welcome letter</li> <li>&gt; <b>Password:</b> Enter the temporary password provided to you</li> </ul>	
<ul style="list-style-type: none"> <li>&gt; Complete all of 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>	

# Activating your Account - How to Access your Account Online

## Introduction

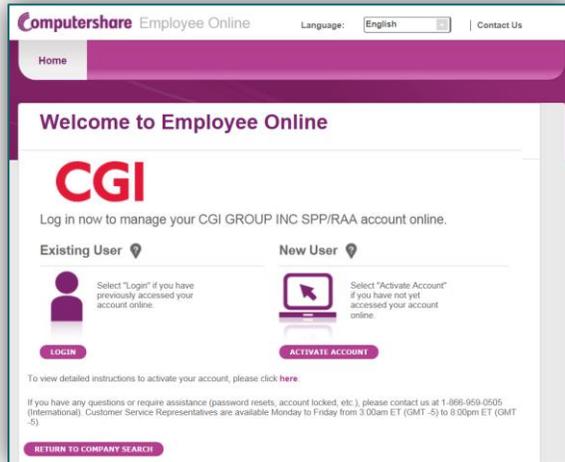
As the Plan Administrator for the CGI Share Purchase Plan, Computershare will set up an account in your name and hold your shares.

## Logging in to your Account

To access your account, go to <http://www.computershare.com/employee/cgispp>

## Accessing SPP Online Portal

You will then be directed to the CGI login page.



You now have 2 choices.

- a.) **Existing User** - Select "Login" if you have previously accessed your account online.
- b.) **New User** - Select "Activate Account" if you are a new user and have not yet accessed your account online. You may activate your account now using your initial credentials and create your personalized User ID and Password. Your initial credentials can be located on the Welcome and PIN letters you have received.

As a NEW user, click on "Activate Account". Enter the following information:

<b>Global Identifier:</b>	Enter your Global ID as indicated on your Welcome letter
<b>Password:</b>	Enter the temporary password provided to you
<b>CAPTCHA</b>	For added security, enter the characters you see on the image on your screen.

## Account Update

Once you have entered your criteria, you will need to complete the sections on the **Account Update** screen. Please note that fields marked with an asterisk (\*) are mandatory.

- Contact Information
- Personalized User Id (6 to 100 characters)
- New password
- Personal Site Seal
- Security Questions
- Mobile/Cell Phone #

See the next page for an example.

# Activating your Account - How to Access your Account Online

### Account Update

#### Contact Information

First Name \*  ?

Last Name \*  ?

Email Address  ?

Confirmed

If you provide an email, we require that you confirm it straight away so please ensure you have immediate access to do this.

User ID \*  ?

New Password \*  ?

Re-Enter Password \*  ?

#### Personal Site Seal ?

We ask you to create a personal site seal as an additional layer of security.

The personal site seal image that you create is unique to your login details and only known by yourself and Computershare. Whenever we ask you to enter your password we will display this image. When you see your personal site seal image it ensures that you are on an authentic Computershare website and its safe to enter your password.

Please enter three words below and select a color to create your site seal. Once completed you will see a preview of your image.

Choose a color for your Site Seal image \*  ?

Enter a different word in each field \*  ?

\*  ?

\*  ?



#### Security questions ?

Question 1 \*  ?

Answer \*  ?

Question 2 \*  ?

Answer \*  ?

Question 3 \*  ?

Answer \*  ?

**This is my computer** ?

Please unselect this option if you are currently on a public or shared computer.

#### Mobile / Cell Phone Number (optional)

Providing a mobile/cell is optional. If you wish to provide a number, please ensure that you have SMS capabilities on your phone.

Dial Prefix  ?

Mobile Number

Confirm Mobile Number

Once all of the fields have been properly completed, click on **NEXT**

The final step in setting up your account is to read and accept the Terms and Conditions of the site, on the next screen.

#### Terms and Conditions

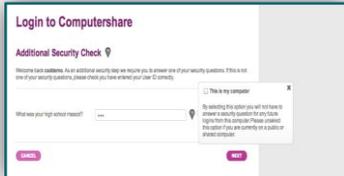
Please read the terms and conditions carefully and accept by checking the box below.

These Terms and Conditions are legally binding. Please [click here](#) to review or print the Terms and Conditions.

I have read and understood and accept these terms and conditions.

# Activating your Account - How to Access your Account Online

## Logging in Going Forward

<p>Once your account has been activated, you will click on <b>Existing User</b> each time you wish to access your account.</p>	 <p>The screenshot shows the 'Existing User' login screen. It features a purple person icon, the text 'Existing User' with a question mark, and a prompt: 'Select "Login" if you have previously accessed your account online.' Below this is a purple 'LOGIN' button.</p>
<p><b>1. User ID</b></p> <ol style="list-style-type: none"> <li>Enter your User ID<sup>1</sup>.</li> <li>Click on <b>Next</b></li> </ol>	 <p>The screenshot shows the 'Login to Computershare' screen with the 'User ID' section. It prompts the user to 'Enter your User ID' and includes a text input field and a 'NEXT' button.</p>
<p><b>2. Additional Security Check</b></p> <ol style="list-style-type: none"> <li>Enter the answer to your security question<sup>1</sup>.</li> <li>If you are logging in from your own computer, you can check off the <b>"This is my Computer"</b> option. By selecting this option you will not need to answer a security question the next time you log in from that computer. If you are logging in from a public or shared computer, it is recommended to remove the checkmark from this field.</li> <li>Click on <b>Next</b></li> </ol>	 <p>The screenshot shows the 'Login to Computershare' screen with the 'Additional Security Check' section. It includes a checkbox for 'This is my computer' and a text input field for the security question answer. A 'NEXT' button is visible at the bottom right.</p>
<p><b>3. Password</b></p> <ol style="list-style-type: none"> <li><b>Personal Site Seal</b><sup>1</sup>. The Personal Site Seal is an added measure of security and confirms that you are logging in on an authentic website.</li> <li><b>Password</b><sup>1</sup> – Enter your password. Click on <b>Next</b></li> </ol>	 <p>The screenshot shows the 'Login to Computershare' screen with the 'Password' section. It prompts the user to 'Enter your password' and includes a text input field and a 'NEXT' button. A 'Personal Site Seal' icon is also visible.</p>

## Contact Us

If you have any questions or require assistance (password resets, account locked, etc.), please contact us at 1-866-959-0505 (North Americas) or 1-866-959-0505 (International).

Customer Service Representatives are available Monday to Friday from 3:00 a.m. ET (GMT -5) to 8:00pm ET (GMT -5).



### **About Computershare Limited (CPU)**

Computershare (ASX:CPU) is a global market leader in transfer agency and share registration, employee equity plans, proxy solicitation and stakeholder communications. We also specialize in corporate trust, mortgage, bankruptcy, class action, utility and tax voucher administration, and a range of other diversified financial and governance services.

Founded in 1978, Computershare is renowned for its expertise in high integrity data management, high volume transaction processing and reconciliations, payments and stakeholder engagement. Many of the world's leading organizations use us to streamline and maximize the value of relationships with their investors, employees, creditors and customers.

Computershare is represented in all major financial markets and has over 14,000 employees worldwide.

For more information, visit [www.computershare.com](http://www.computershare.com)