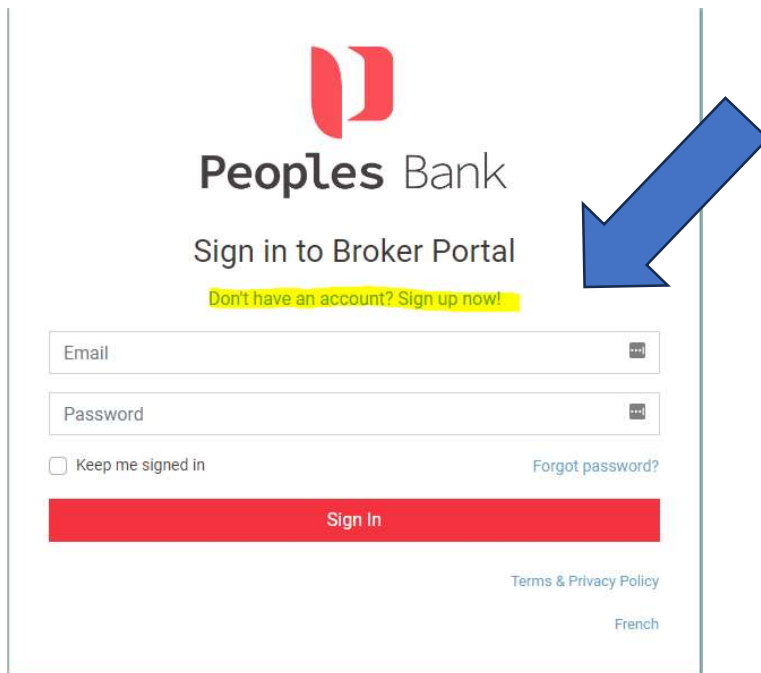


Step One: Visit <https://brokerportal.peoplesbank.ca/login>

Step Two: Click on 'Don't have an account? Sign up now!'



Peoples Bank

Sign in to Broker Portal

[Don't have an account? Sign up now!](#)

Email

Password

Keep me signed in [Forgot password?](#)

Sign In

[Terms & Privacy Policy](#)

[French](#)

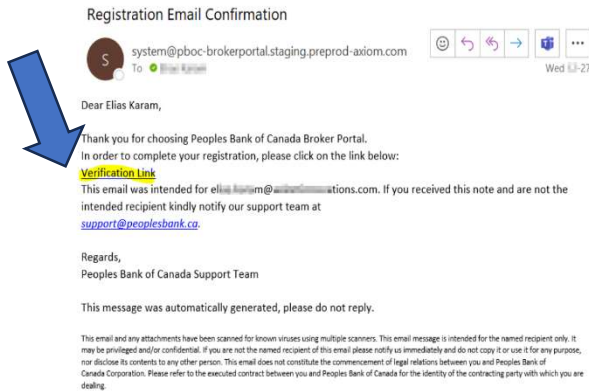
Step Three: Fill out email address (email linked to your submission platform).

-Then set up your password:

- *Min. 8 characters*
- *At least one upper case*
- *At least one lower case*
- *At least two numbers*
- *At least one alphanumeric character or symbol*

Step Four: If our system recognizes your email address, you will receive an email confirmation and must **validate your account** by clicking on the [verification link](#).

EXAMPLE:



Step Five: Once you have verified your account- please login to the portal using the email and password you just set up.

Step Six: After successful login, the system will prompt you to a 2-Factor Authentication. Please enter your mobile phone number and hit REGISTER. (you should receive this code within 1-2 minutes)

Once received- please enter the verification code into the 'Code' field.

2-Factor Authentication

Please enter your mobile phone number for verification

Phone Number

Register

Please enter the verification code sent to you by SMS

Code

YOU ARE DONE! Congratulations- you have successfully setup your profile.

Would you like to 'Disable' the 2-Factor Authentication? Go to Page 3 of this document:

DISABLING 2-FACTOR AUTHENTICATION

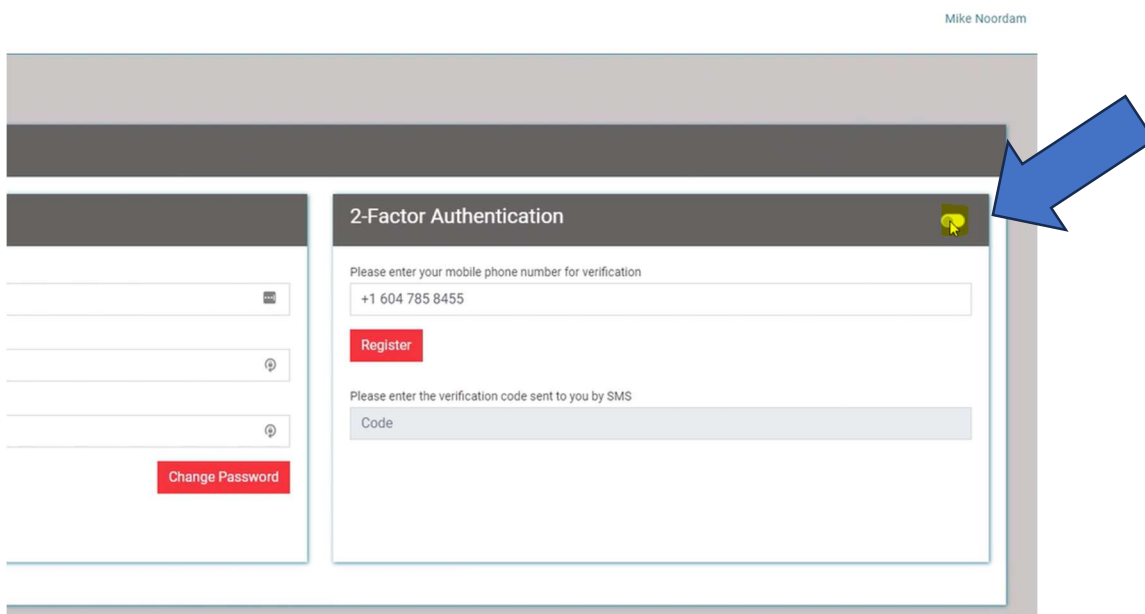
Step One: On your main home page- click your name in the top right corner:



Step Two: Select 2-Factor Authentication:



Step Three: Click the 'Toggle' on the top right corner of the 2-Factor Authentication Box



You're done! 2 Factor Authentication has been disabled. You will now receive an email stating that it has been disabled.