MATHENE

Please note: The information included within these pages is proprietary and confidential to Athene and should not be shared with consumers or Athene's competitors. The information and screen shots included are meant to showcase a sampling of the functionality available and may not be applicable for every user.

Accessing Athene Connect

Log Into www.Athene.com

Click Login



Registering the First Time

You will have to register to use Athene Connect. Athene Connect will allow you to view information for all of your contracts with one username and password. During the registration process, the site will tie all your prior Producer Codes to one username. Registration is a simple six step process.

Accessing Athene Connect

athene.com



Step 1

If you are a Producer, complete the following steps:

- ► Access Athene Connect.
- ► Click the "Sign Up" button.





You will be taken to Page 1 of the registration process.

- Enter your Producer Code.
- Enter your SSN/Tax ID.
- Confirm your SSN/Tax ID by entering it again.
- Click Continue.

4-5 characters			
SN/TIN		Confirm SSN/TIN	
9 digits without dashes	Ø	Must be typed	S

Athene Connect will validate that you are in an Active State and check to see if you are already registered.

- If you receive a message that instructs you to contact the Sales & Distribution department, please contact them at your earliest convenience to complete the registration.
- If you are already registered, please follow the instructions below to log in or recover a forgotten ID or password.



Step 2 – Verify Identity

The second step in the registration process verifies your identity. Complete these steps:

- Answer all three questions correctly.
- Click Submit.

To protect your account information, we need to confirm your identity.

- 1. Which of the following domain names are currently (or have ever been) registered in your name?
- activatedcarbon.com
- cniservices.com
- frontlinesigns.com
- inter-change.org
- None of the above
- 2. Which of the following professional licenses have you ever held?
- Licensed Masters Social Work
- Occupational Therapist
- Ophthalmology
- Surgery
- None of the above
- 3. Which of the following colleges have you attended?
- Art Institute Of Philadelphia
- Century Community And Technical College
- Charles R. Drew University Of Medicine And Science
- Lake Forest College
- None of the above



*If an answer is answered incorrectly, you will be required to answer follow up questions.

**Above are sample questions. Your questions will differ



Step 3 – Verify Contracts

The third step in the registration process allows you to verify your contracts with Athene. Complete the following steps:

- ▶ Review the list of your Active and Inactive contracts.
- The system should have gathered all your existing contracts for you automatically, please verify that this is the case. However, if you do not see a contract that you know is associated with, please contact Agency Services at 888-266-8489.
- Click Continue.



Step 4 – Create Login

The fourth step in the registration process allows you to set a User ID, Password, Email Address and Phone number. Complete the following steps:

Enter a User ID. Your User ID is what you will use to log in to Athene Connect.

User ID requirements:

- 7-20 letters or numbers
- · Cannot contain special characters, Social Security Number or Tax ID
- · Cannot be changed in the future
- Enter a password.

Password requirements:

- 8 or more characters long
- At least 3 character types
 - Lowercase letter
 - Uppercase letter
 - Number
 - Special character (e.g. !@?)
- · Cannot contain spaces or your User ID
- Examples: Statefair1 or st@tefair2
- ▶ Reenter your password.
- Enter your email address. Changing your email address for Athene Connect will not change it for all business purposes, but only as a reference for Athene Connect.
- Reenter your Email Address.
- Enter your phone number.
- Click Continue.

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Step 5

Finish your registration by activating your account. An activation request will be sent to the email account you supplied in Step 2. Complete these steps:

- ► Close Athene Connect.
- Go to your email and open the activation request from Athene.
- ▶ In the body of the email, you will find a link. Click the "Activate my account" link.



Thank you for registering with Athene Connect, the easy way to view reports, updates and communications from Athene.

Just click this link to activate your account and you will be able to get started.

Activate my account.



Step 6

A new web page will open in your browser. Read the Terms and conditions of use carefully. When you have finished reading, click the box next to the words "I agree with these terms." Then click on the Submit button.

Terms and Conditions for Use of Aviva Connect ("Terms of Use")	
1. The Site; Your Acceptance	
The Terms of Use is an electronic contract between you and Aviva USA and its subsidiaries ("Aviva") that sets out	
the legally binding terms of your use of this website (the "Site"). You must agree to these Terms of Use in order to	
use this Site and by using this Site you consent to be legally bound by these Terms of Use and Aviva's privacy	
by reference. You further agree that your use of a key pad, mouse, or other device to select an item, button, icon, or	
similar act/action, or to otherwise provide Aviva instructions via www.avivausa.com/connect, or in accessing or	
making any transaction regarding any agreement, acknowledgment, consent terms, disclosures or conditions	
constitutes your signature (hereinafter, "E-Signature"), acceptance and agreement as if actually signed by you in	
writing. You also agree that no certification authority or other third party verification is necessary to validate your E-	
Signature and that the lack of such certification or third party verification will not in any way affect the enforceability	
or your E-Signature or any resulting contract between you and Aviva. You also represent that you are authorized to	
such persons will be bound by these Terms of Use. You further agree that each use of your E-Signature on this Site	
constitutes your agreement to be bound by the Terms of Use as it exists on the date of your E-Signature.	
2. Intellectual Property Rights, Confidentiality	
This Site and all the materials available on the Site are the property of Aviva and/or our affiliates or licensors, and are	
protected by copyright, trademark and other intellectual property laws. You may not use the Site or the materials	
available on the Site in a manner that constitutes an infringement of our rights or that has not been authorized by us.	
More specifically, unless explicitly authorized in these Terms of Use, or by the owner of the materials, you may not	
modify, copy, reproduce, republish, upload, post, transmit, translate, sell, create derivative works, exploit or	
distribute in any manner or medium (including by email or other electronic means) any material from the Site. Fou	
I agree with these erms.	
Submit	
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Athene Connect will automatically open and display a confirmation page. A confirmation email will also be sent to you. That email will contain a link that when clicked will always take you to Athene Connect.