

Online ManuView Benefit Illustration (BI) Login Guide

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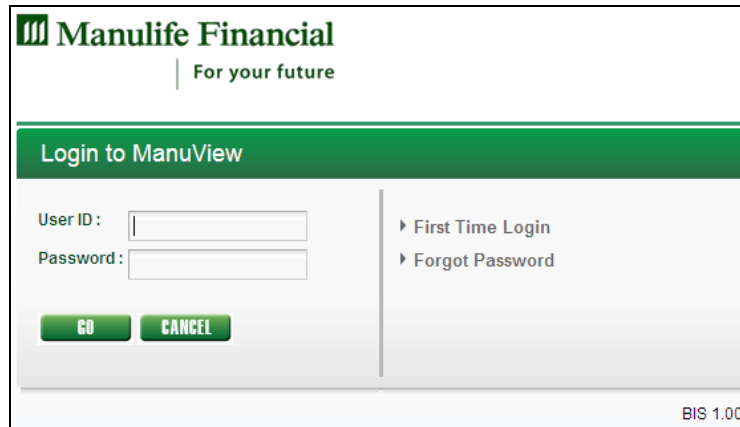
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1. First Time Login

1.1. Login URL

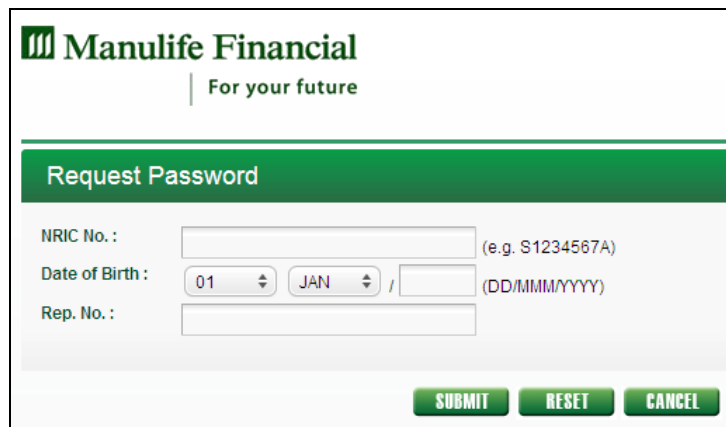
1. Online ManuView URL is <http://fa.manuview.sg>
2. The Login page will be displayed as follows:



3. Click "First Time Login" for first time user.

1.2. Request for Password

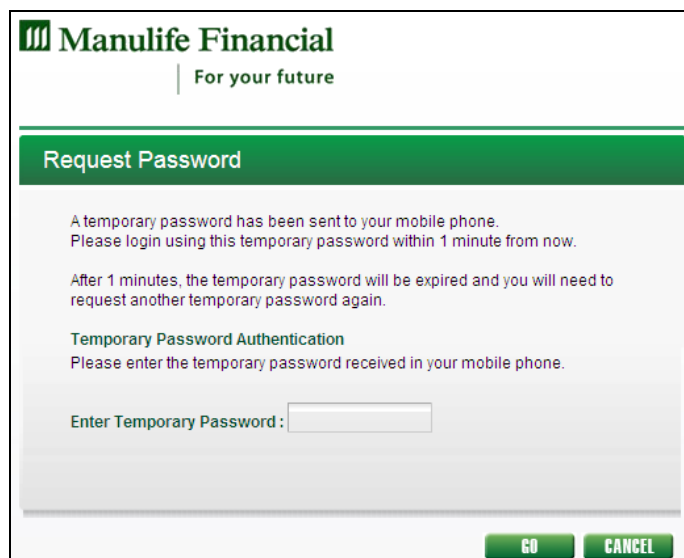
Enter the required fields: **NRIC**, **DOB** and **Rep. No.** (*Rep. No. here refers to MAS Representative Number*)



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1.3. Temporary Password Authentication

Upon verifying your information successfully, a temporary password will be sent to your mobile phone*. The temporary password is valid for 1 minute.



Manulife Financial
For your future

Request Password

A temporary password has been sent to your mobile phone.
Please login using this temporary password within 1 minute from now.

After 1 minutes, the temporary password will be expired and you will need to request another temporary password again.

Temporary Password Authentication
Please enter the temporary password received in your mobile phone.

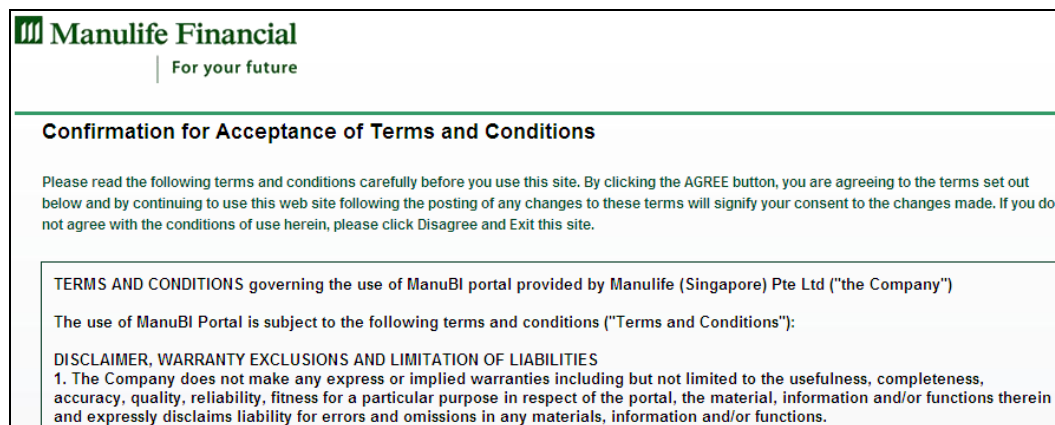
Enter Temporary Password :

GO **CANCEL**

* **IMPORTANT:** Please get your company admin to inform FA Channel should there be any change in Mobile Phone number.

1.4. Confirmation for Acceptance of Terms and Conditions

1. After you have entered the given password, this screen will be displayed.



Manulife Financial
For your future

Confirmation for Acceptance of Terms and Conditions

Please read the following terms and conditions carefully before you use this site. By clicking the AGREE button, you are agreeing to the terms set out below and by continuing to use this web site following the posting of any changes to these terms will signify your consent to the changes made. If you do not agree with the conditions of use herein, please click Disagree and Exit this site.

TERMS AND CONDITIONS governing the use of ManuBI portal provided by Manulife (Singapore) Pte Ltd ("the Company")

The use of ManuBI Portal is subject to the following terms and conditions ("Terms and Conditions"):

DISCLAIMER, WARRANTY EXCLUSIONS AND LIMITATION OF LIABILITIES

1. The Company does not make any express or implied warranties including but not limited to the usefulness, completeness, accuracy, quality, reliability, fitness for a particular purpose in respect of the portal, the material, information and/or functions therein and expressly disclaims liability for errors and omissions in any materials, information and/or functions.

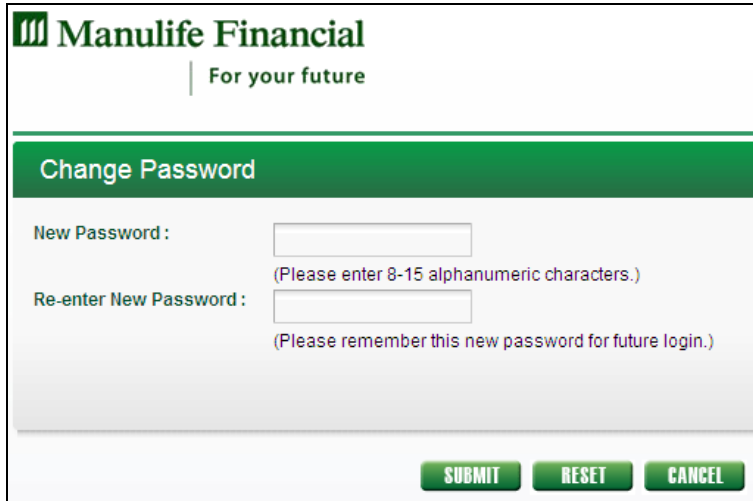
AGREE

2. You need to choose the  button to proceed through the registration.

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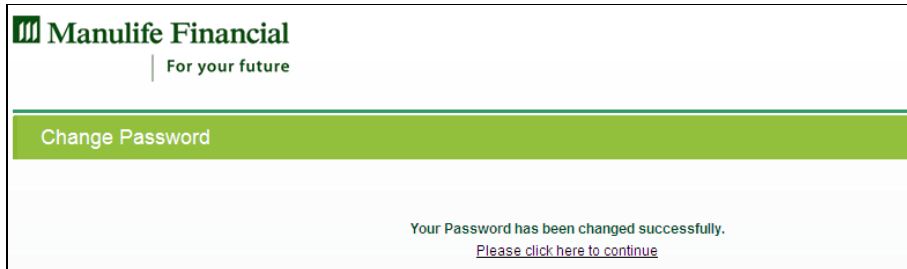
1.5. Change Password

1. You will be prompted to change the given password to your own password.



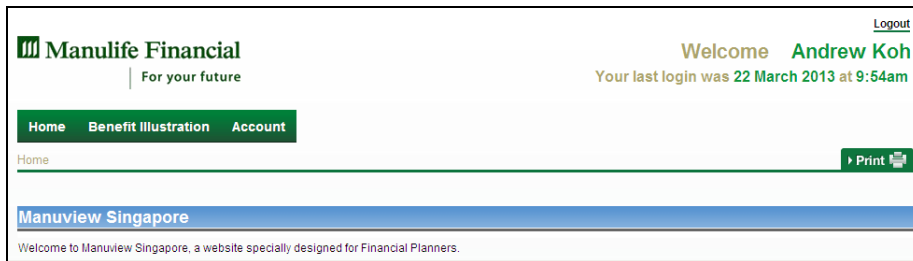
The screenshot shows the Manulife Financial logo and tagline 'For your future' at the top. Below is a green header bar with the text 'Change Password'. The form contains two input fields: 'New Password :' and 'Re-enter New Password :'. Below the first field is a red text prompt: '(Please enter 8-15 alphanumeric characters.)'. Below the second field is a red text prompt: '(Please remember this new password for future login.)'. At the bottom right are three buttons: 'SUBMIT', 'RESET', and 'CANCEL'.

2. Once the password has been changed successfully, the following screen will be displayed.



The screenshot shows the Manulife Financial logo and tagline 'For your future' at the top. Below is a green header bar with the text 'Change Password'. The main content area is white and contains the message: 'Your Password has been changed successfully.' followed by a red text prompt: 'Please click here to continue'.

3. Click on the hyperlink to continue to the ManuView Home Page.

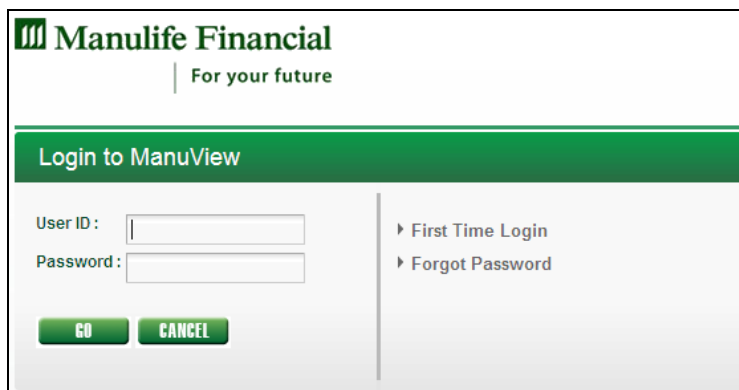


The screenshot shows the Manulife Financial logo and tagline 'For your future' at the top. Below is a green header bar with the text 'Change Password'. The main content area is white and contains the message: 'Your Password has been changed successfully.' followed by a red text prompt: 'Please click here to continue'.

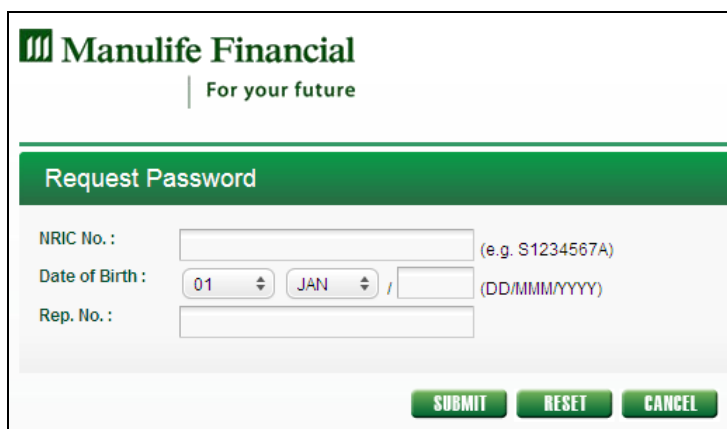
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2. Forgot Password

1. From the Login Page <<http://fa.manuview.sg>>, you can use the “Forgot Password” if you have forgotten the password.



2. Once you click on this link, the “Request Password” screen will be displayed as below:



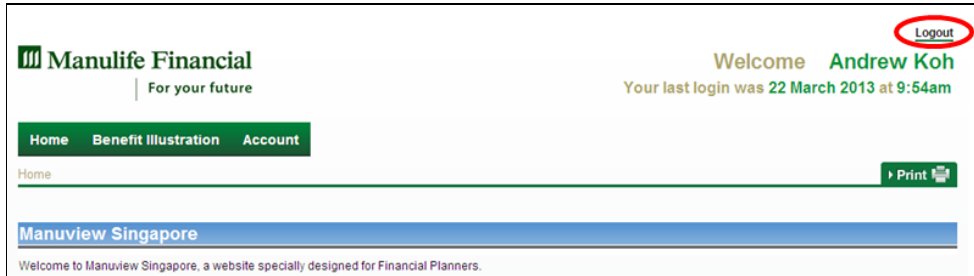
3. **NRIC, DOB** and **Rep. No.** (*Rep. No. here refers to MAS Representative Number*) are being requested for verification.
4. Once you have completed the necessary data, click on <Submit> button to complete the request.
5. Upon verifying your information successfully, a temporary password will be sent to your mobile phone*. The temporary password is valid for 1 minute.
6. After you have entered the given password, the Confirmation for Acceptance of Terms and Conditions screen will be displayed. You need to choose the “Agree” button to proceed through the registration.
7. You will be prompted to change the given password to your own password. *Note: Password can be changed only once every 24 hours.*
8. Once the password has been changed successfully, click on the hyperlink to continue to the ManuView Home Page.

Screen shots for Point (5) to (8) can be found under “First Time Login”.

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3. Logging out from Online ManuView

To log out from the BI, simply click “Logout” button on the screen.



Please close all the relevant pop up windows in order to keep your account information secure.