Manulife Financial

Online ManuView Benefit Illustration (BI) Login Guide

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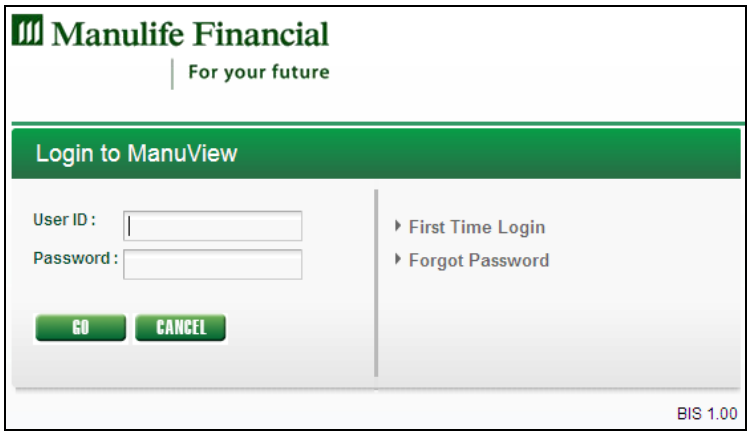
1. First Time Login

1.1. Login URL

1. Online ManuView URL is <http://fa.manuview.sg>

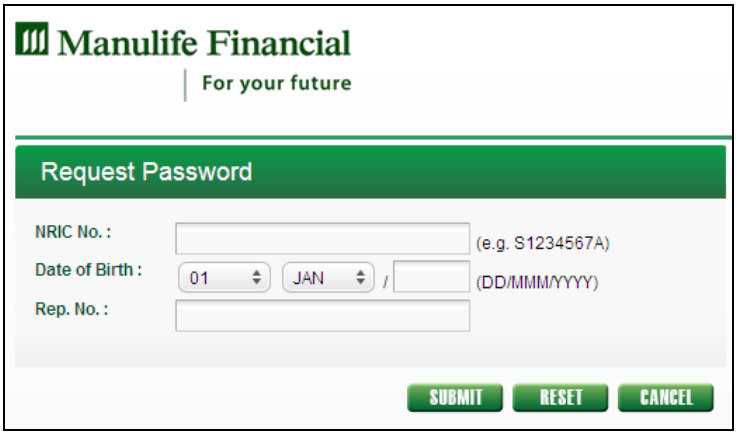
2. The Login page will be displayed as follows:



3. Click “First Time Login” for first time user.

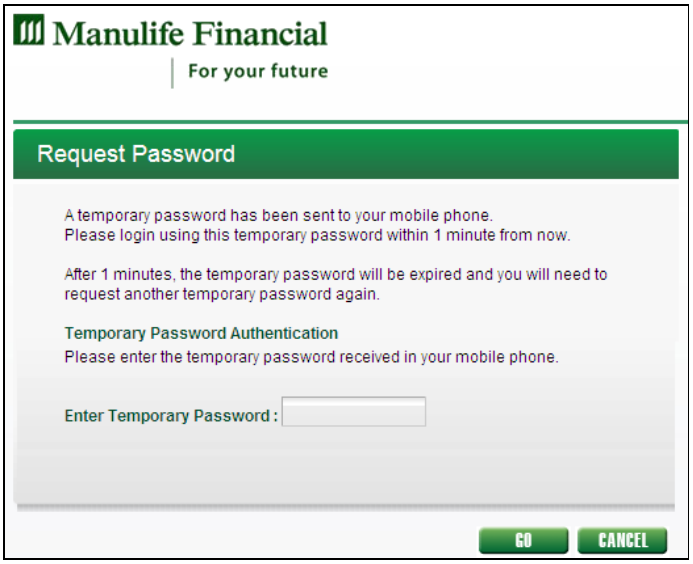
1.2. Request for Password

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



1.3. Temporary Password Authentication

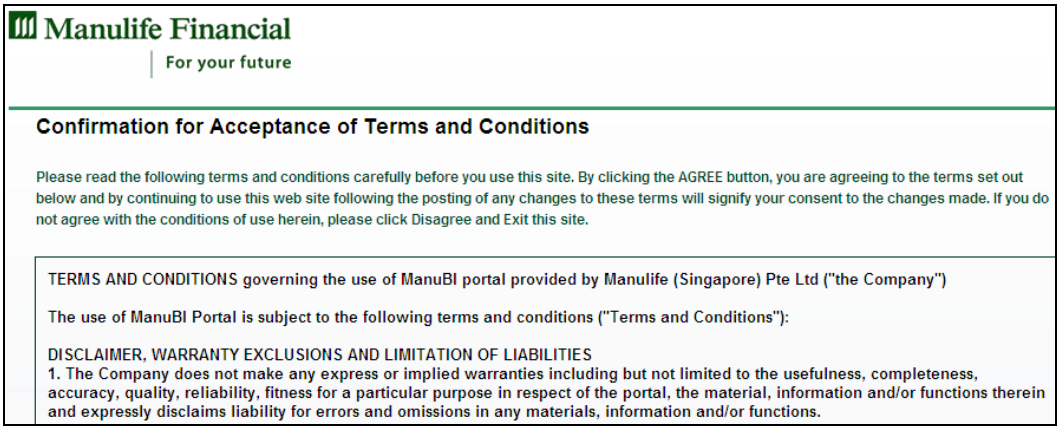
Upon verifying your information successfully, a temporary password will be sent to your mobile phone*. The temporary password is valid for 1 minute.



* 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.

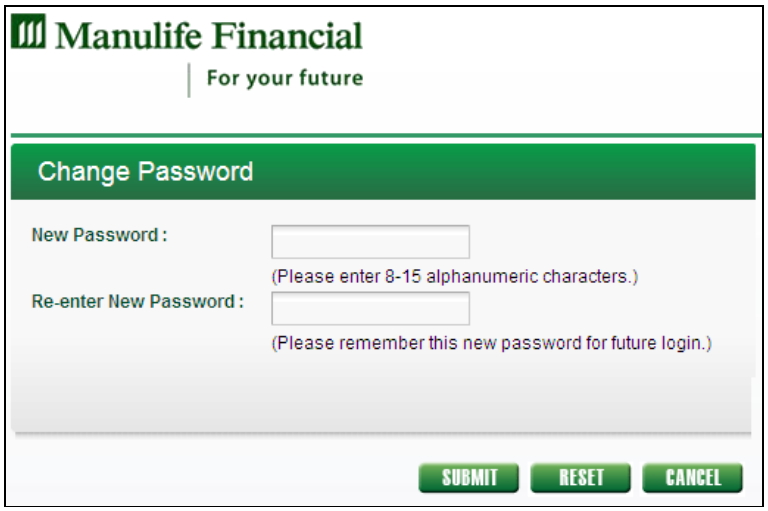


2. You need to choose the

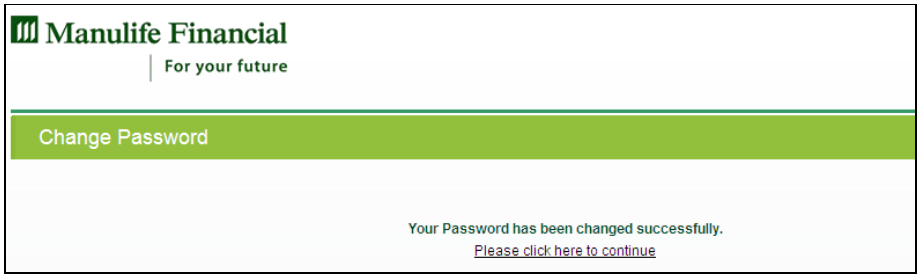
button to proceed through the registration.

1.5. Change Password

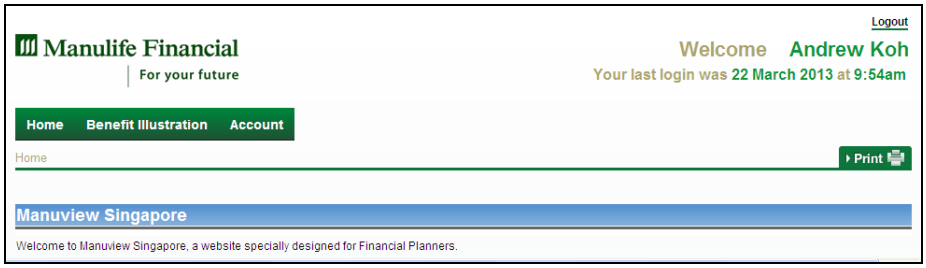
1. You will be prompted to change the given password to your own password.



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

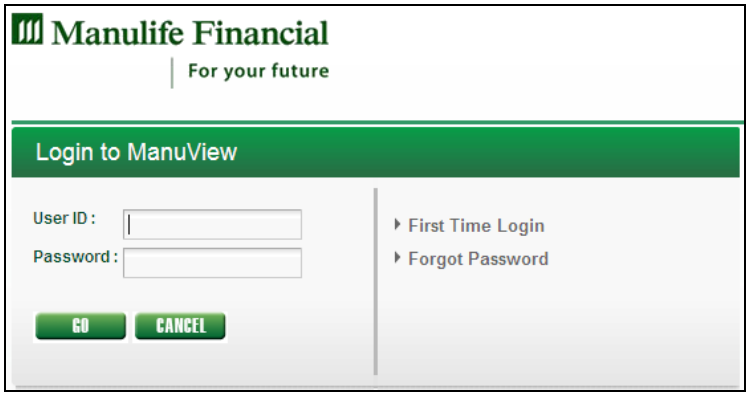


3. Click on the hyperlink to continue to the ManuView Home Page.

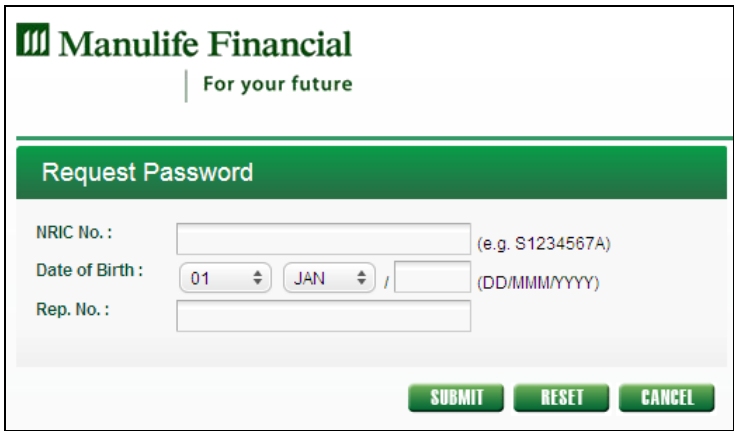


2. Forgot Password

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:

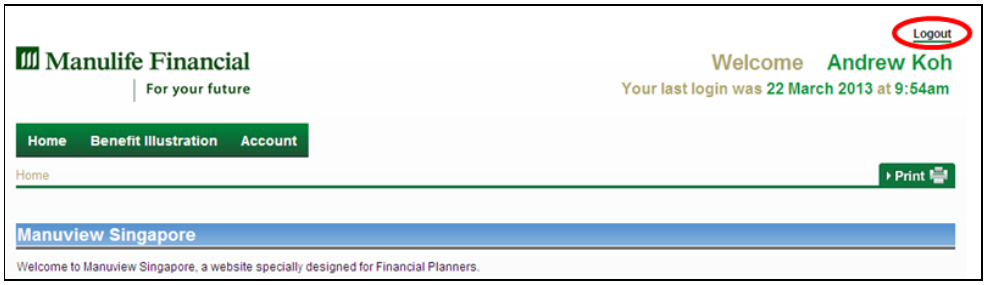


3. **NRIC**, **DOB** and **Rep. No**. (*Rep. No. here refers to MAS Representative Number*) are being requested for verification.
4. Once you have completed the necessary data, click on <Submit> button to complete the request.
5. Upon verifying your information successfully, a temporary password will 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".

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.