

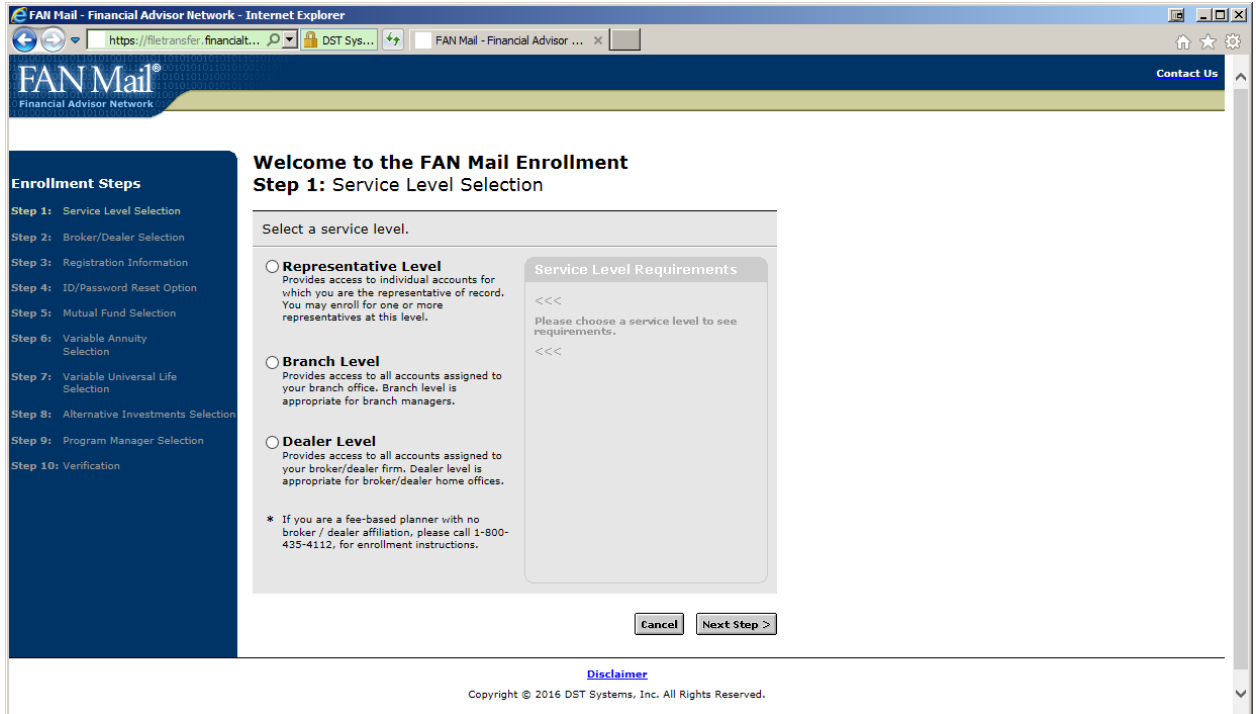
# DST FAN Mail Enrollment Process

1. Go to [www.dstfanmail.com](http://www.dstfanmail.com), click on 'Enroll in FAN Mail' button

2. By clicking on 'Enroll in FAN Mail' button, it will bring you to the Terms & Conditions page, where user will read through and click on 'I Agree' at the bottom of the page.

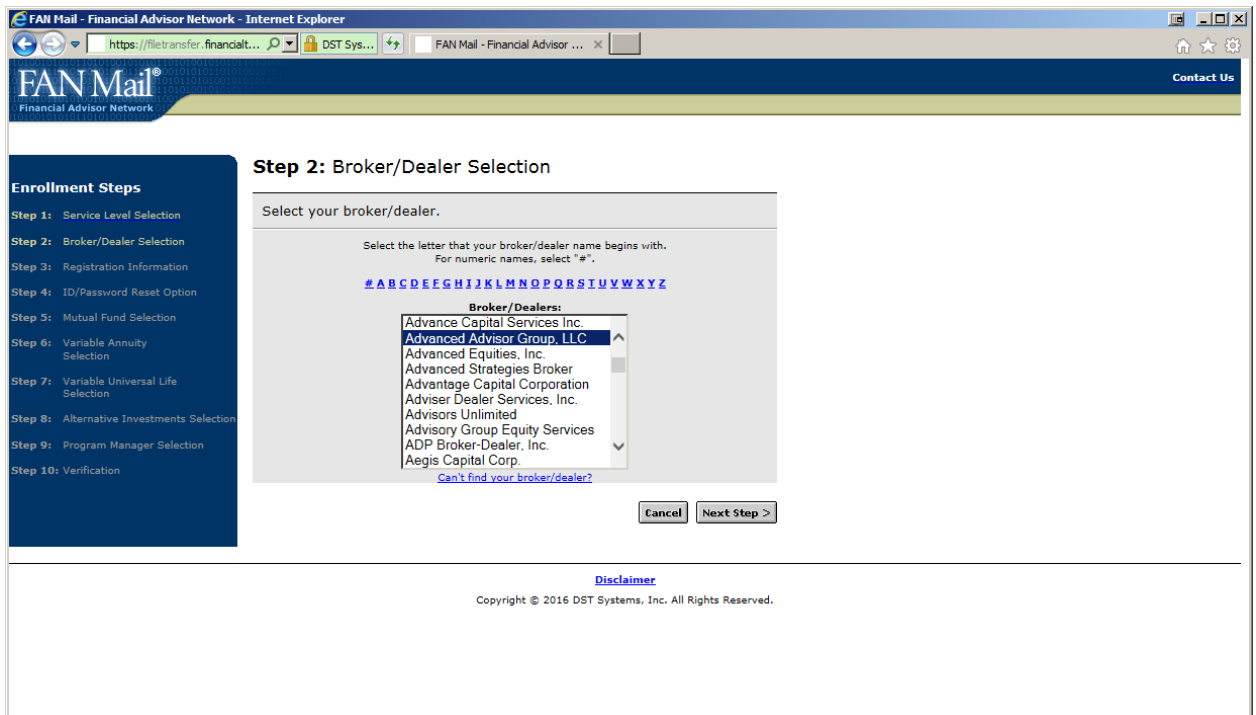
3. Step 1: Service Level Selection

- Select the appropriate level of access (Dealer, Branch, Representative)
  - If enrolling with a different access level, please contact FAN Mail support.



4. Step 2: Broker/Dealer Selection

- Select your Broker/Dealer affiliation
  - Depending on your B/D, you may be required to complete a B/D Authorization Letter.



5. Step 3: Registration Information

- Fill out profile details, select a Software Vendor, and establish a password

The screenshot shows the FAN Mail registration interface. On the left is a vertical sidebar titled "Enrollment Steps" with a list of steps from 1 to 10. Step 3, "Registration Information", is highlighted. The main content area is titled "Step 3: Registration Information" and contains a form with the following sections:

- Primary Contact Information:** Fields for First Name (John), MI (E), Last Name (Doe), Firm/Company Name (Optional) (ABC Firm), Address (123 Main Street), City (Kansas City), State/Province (Missouri), Zip (64105), Phone (800-435-4112), Ext. (optional), Fax (optional), and Email (johnedoe@home.com).
- Member's Maiden Name (or other security key word):** A text field containing "mom".
- Customer Management Software Vendor:** A dropdown menu with "Morningstar Office" selected.
- Establish FAN Mail Password:** A section with password requirements: "Must be at least 7 to 12 characters in length", "Must contain at least one alpha character (A-Z)", and "Must contain at least one numeric or special character: @ # % & ( ) - / ? \_ = +". It includes a "FAN Mail Password" label, a masked input field (\*\*\*\*\*), and a "Re-enter FAN Mail Password" field with another masked input field (\*\*\*\*\*).

At the bottom of the form are "Cancel" and "Next Step >" buttons. A "Disclaimer" link is visible at the bottom center of the page.

6. Step 4: ID/Password Reset Option

- Choose and answer two personalized security questions

The screenshot shows the FAN Mail registration interface for Step 4. The "Enrollment Steps" sidebar on the left highlights Step 4, "ID/Password Reset Option". The main content area is titled "Step 4: ID/Password Reset Option" and contains the following text and form elements:

Please choose and answer two personalized security questions. These will be used to validate your identity in the event that your ID and/or password become misplaced or disabled.

Question #1: Select a question (dropdown menu)  
Answer: Type Your Answer Here (text field)

Question #2: Select a question (dropdown menu)  
Answer: Type Your Answer Here (text field)

At the bottom of the form are "Cancel" and "Next Step >" buttons. A "Disclaimer" link is visible at the bottom center of the page.

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## 7. Step 5: Mutual Fund Selection

- Select the Mutual Fund companies you wish to receive downloads for
- You will need your Dealer #, Branch #, Rep #, and a sample client SSN

The screenshot shows the 'Step 5: Mutual Fund Selection' page in the FAN Mail interface. On the left is a vertical 'Enrollment Steps' menu with 10 steps, where 'Step 5: Mutual Fund Selection' is highlighted. The main content area has a title 'Step 5: Mutual Fund Selection' and a paragraph: 'To add Mutual Funds, enter the criteria below and click "Add to List". If you do not want to receive data for this type of management company, you may proceed by clicking the "Next Step" button below.' Below this is a form with the following fields: 'Mutual Fund:' (a dropdown menu with 'Please select a Mutual Fund'), 'Rep First Name:' (text input with 'John'), 'MI:' (text input with 'E'), 'Last Name:' (text input with 'Doe'), 'Dealer #:', 'Branch #:', 'Rep #:', and 'Old Client's SSN:'. There are 'Add to List' and 'Clear Fields' buttons. Below the form is a table titled 'Your Mutual Fund Selections' with columns: 'Mutual Fund', 'Rep Name', 'Dealer #', 'Branch #', 'Rep #', and 'Client SSN'. The table is currently empty with the text 'No Mutual Funds to display.' at the bottom. At the bottom right of the form area are 'Cancel' and 'Next Step >' buttons. At the very bottom of the page is a 'Disclaimer' and 'Copyright © 2016 DST Systems, Inc. All Rights Reserved.'

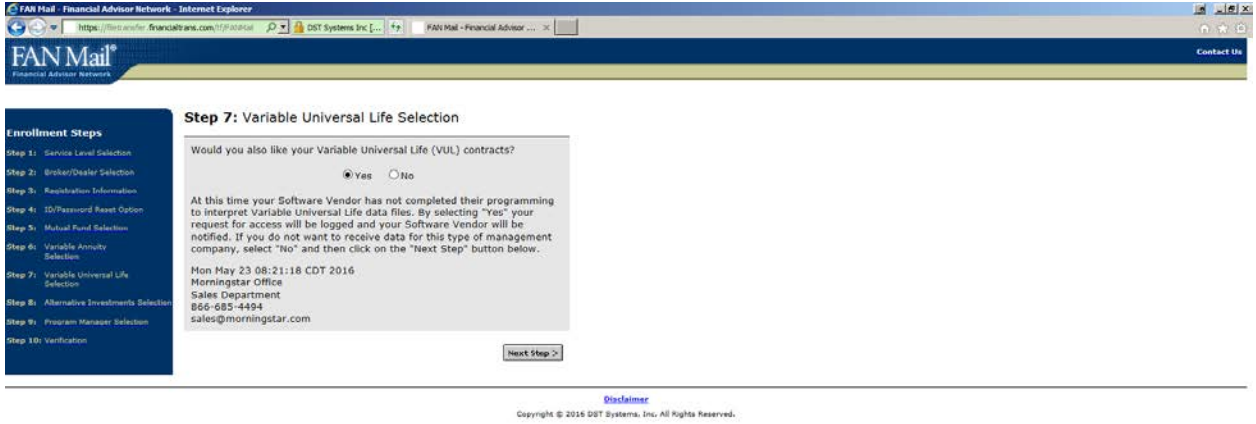
## 8. Step 6: Variable Annuity Selection

- Select the Variable Annuity companies you wish to receive downloads for
- You will need the representative's SSN, Date of Birth, and a sample contract number

The screenshot shows the 'Step 6: Variable Annuity Selection' page in the FAN Mail interface. On the left is a vertical 'Enrollment Steps' menu with 10 steps, where 'Step 6: Variable Annuity Selection' is highlighted. The main content area has a title 'Step 6: Variable Annuity Selection' and a paragraph: 'To add Variable Annuities, enter the criteria below and click "Add to List". If you do not want to receive data for this type of management company, you may proceed by clicking the "Next Step" button below.' Below this is a form with the following fields: 'Variable Annuity:' (a dropdown menu with 'Please select a Variable Annuity'), 'Rep First Name:' (text input with 'John'), 'MI:' (text input with 'E'), 'Last Name:' (text input with 'Doe'), 'Rep SSN:' (text input), 'Rep Date of Birth (MM/DD/YYYY):' (text input), and 'Client Contract #:' (text input). There are 'Add to List' and 'Clear Fields' buttons. Below the form is a table titled 'Your Variable Annuity Selections' with columns: 'Variable Annuity', 'Rep Name', 'Rep SSN', 'Rep Date of Birth', and 'Client Contract #'. The table is currently empty with the text 'No Variable Annuities to display.' at the bottom. At the bottom right of the form area are 'Cancel' and 'Next Step >' buttons. At the very bottom of the page is a 'Disclaimer' and 'Copyright © 2016 DST Systems, Inc. All Rights Reserved.'

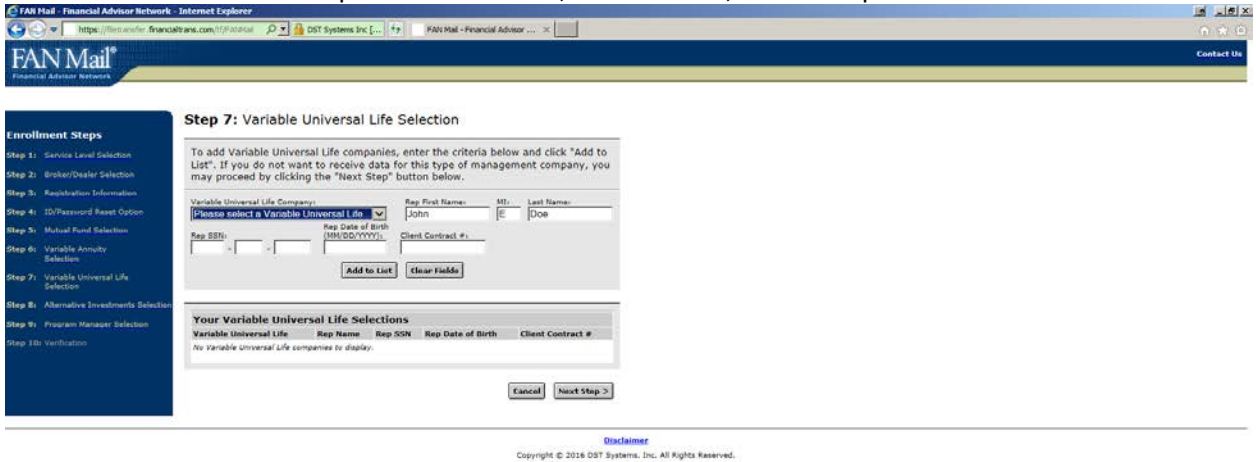
9. Step 7: Variable Universal Life Selection

- This step is dependent on whether the Software Vendor selected is compatible with VUL product data, so user may receive a warning prompt ahead of the company selection.



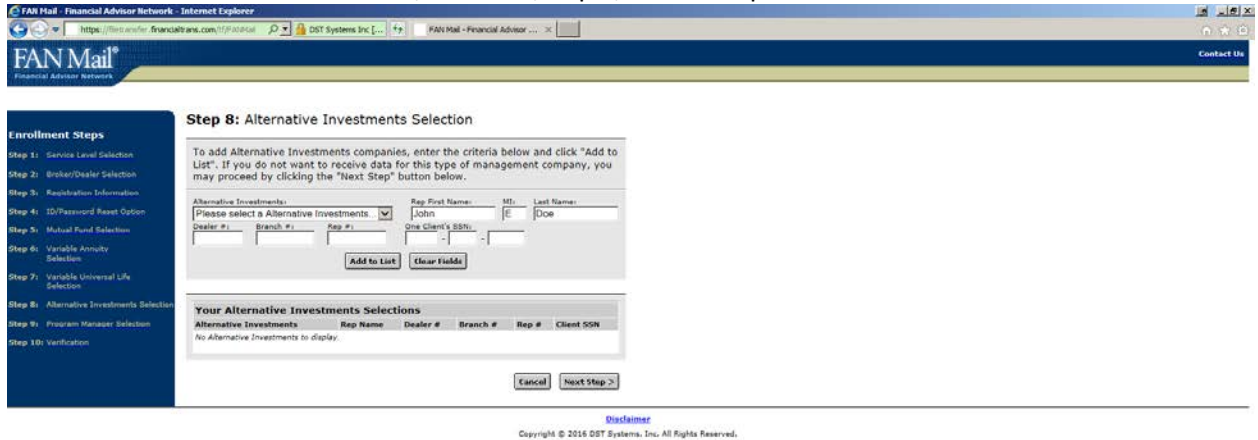
Step 7: Variable Universal Life Selection continued:

- Select the VUL companies you wish to receive downloads for
- You will need the representative's SSN, Date of Birth, and a sample contract number



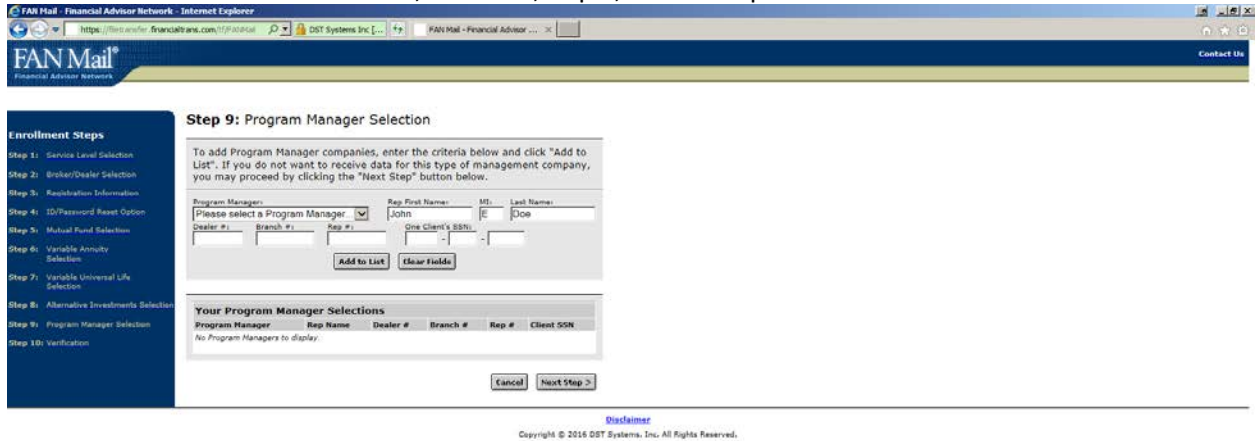
10. Step 8: Alternative Investments Selection

- Select the Alternative Investment companies you wish to receive downloads for
- You will need the Dealer #, Branch #, Rep #, and a sample client SSN



11. Step 9: Program Manager Selection

- Select the Program Manager companies you wish to receive downloads for
- You will need the Dealer #, Branch #, Rep #, and a sample client SSN



## 12. Step 10: Verification

- Confirm all information was entered correctly and submit the enrollment

**Enrollment Steps**

- Step 1: Service Level Selection
- Step 2: Broker/Dealer Selection
- Step 3: Registration Information
- Step 4: ID/Password Reset Option
- Step 5: Mutual Fund Selection
- Step 6: Variable Annuity Selection
- Step 7: Variable Universal Life Selection
- Step 8: Alternative Investments Selection
- Step 9: Program Manager Selection
- Step 10: Verification

### Step 10: Verification

Verify your account information below. Click "Submit Enrollment" when your information is correct.

**Broker/Dealer**

Dealer: Advanced Advisor Group, LLC

[Modify](#)

**Registration**

Primary Contact: John E Doe  
Mother's Maiden Name: mom

Firm Name: ABC Firm  
Address: 123 Main Street  
City: Kansas City  
State: Missouri  
Zip: 64105  
Phone: (800)435-4112  
Fax:   
E-mail: johndoe@home.com  
Software Vendor: Morningstar Office

[Modify](#)

**Your Mutual Fund Selections**

Mutual Fund	Rep Name	Dealer #	Branch #	Rep #	Client SSN
Aberdeen-Asset Management	John E Doe	1	123	123	123-45-6789

[Modify](#)

**Your ID/Password Reset Options**

ID/Password Reset option is currently active - online password reset status is enabled.

What is your main frequent flyer number?  
VISION

What was your kindergarten teacher's last name?  
VISION

[Modify](#)

[Cancel](#) [Submit Enrollment](#)