Manulife Investment Management

How to set up your **Advisor Manulife ID**

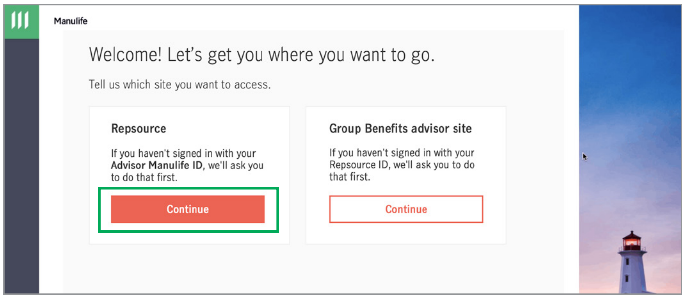
The Advisor Manulife ID is a single, secure username and password for accessing Manulife products and services. It replaces any previous credentials with one ID and helps simplify your online business interactions with us. **Follow the steps below to set up your Advisor Manulife ID.**

Once you set up your Advisor Manulife ID, sign in and connect your new or existing Repsource profile.

If you already have one, sign in and go to page 4 for instructions to connect Repsource profile to your ID.

Setting up your Advisor Manulife ID

1. Go to **repsource.ca** Click **Continue** to register for Advisor Manulife ID.



With **Advisor Manulife ID**, you get:

All-around security

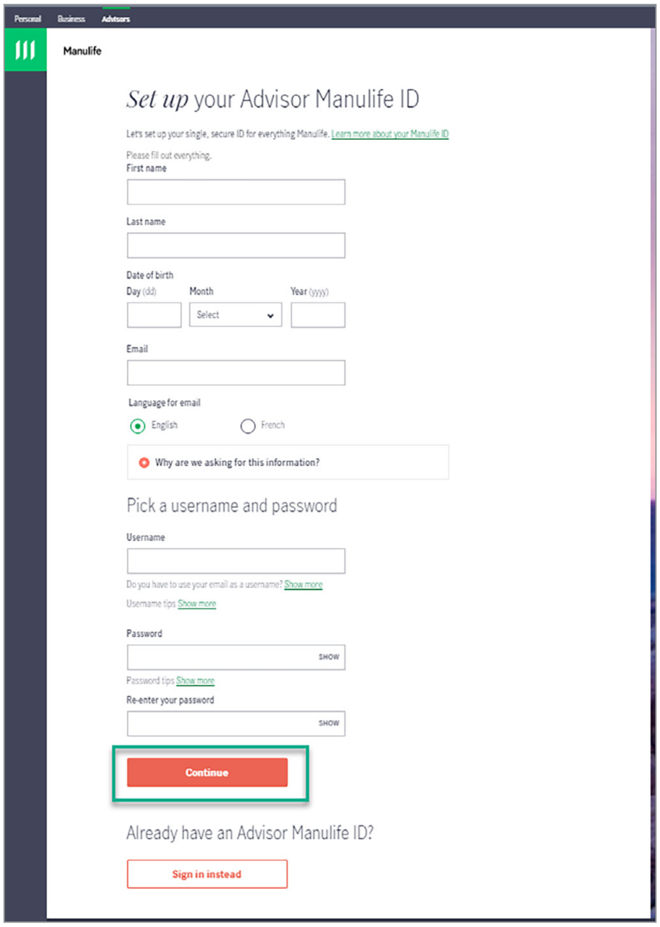
One username and password

Simplified online experience

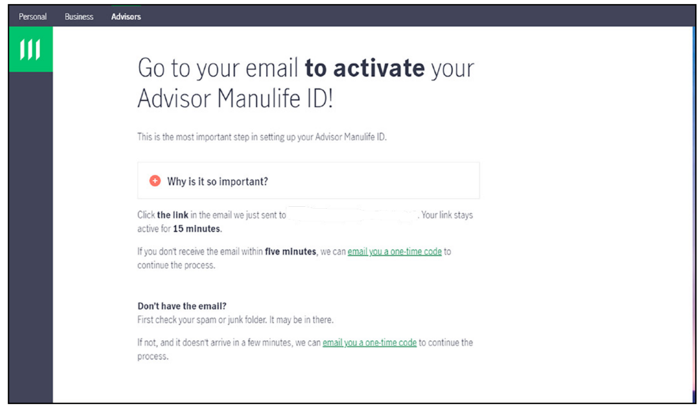
2. Enter your **name**, **date of birth**, and **email**. Pick a unique **username** and **password**.

Note: The **Show more** links provide tips on the different steps.

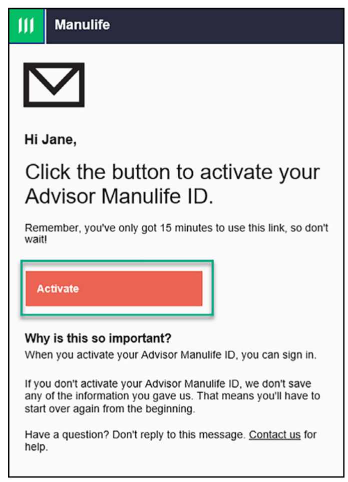
Click **Continue**



3. You'll receive an activation email to continue setting up your Advisor Manulife ID.



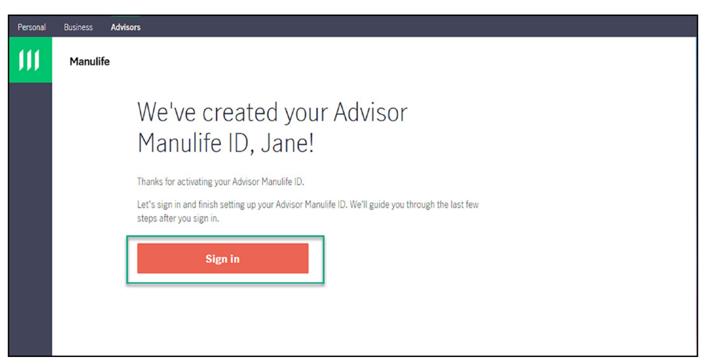
Important: Click the **Activate** button in the email to activate your Advisor Manulife ID.



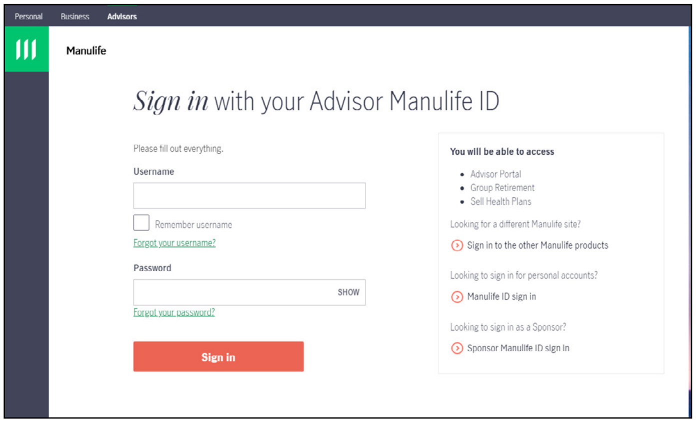
Note: After the activation email arrives in your inbox, you only have 15 minutes to activate your ID. So, do it right away!

4. Once you click **Activate**, the below message will appear to confirm your Advisor Manulife ID has been activated.

Click **Sign in**.

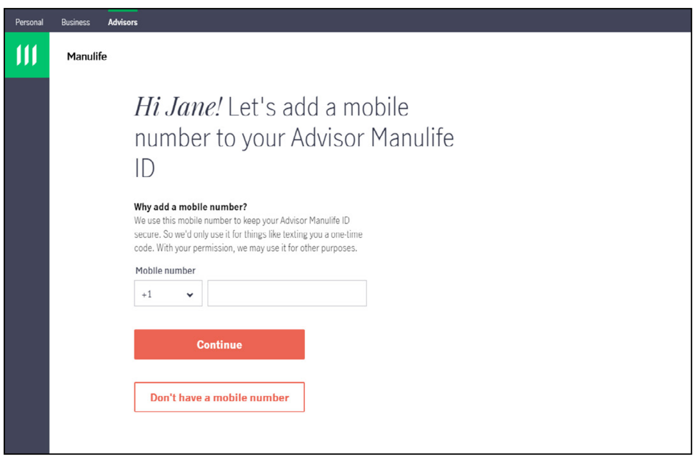


5. Enter your new Advisor Manulife ID username and password and click **Sign in**.



Add a mobile number

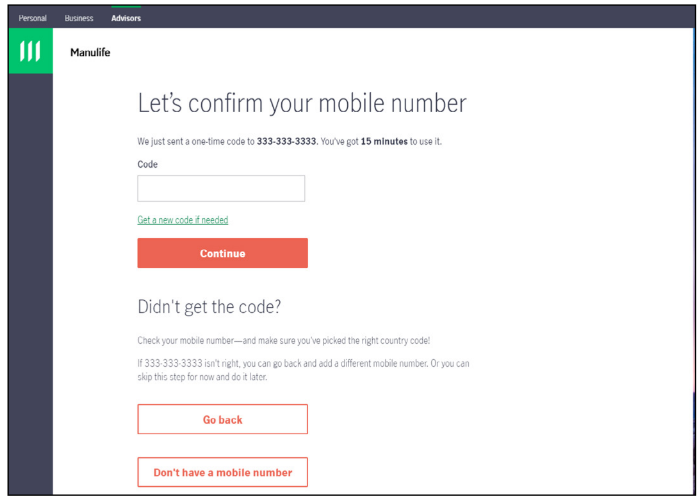
6. Add your mobile number to keep your Advisor Manulife ID secure and click **Continue**.



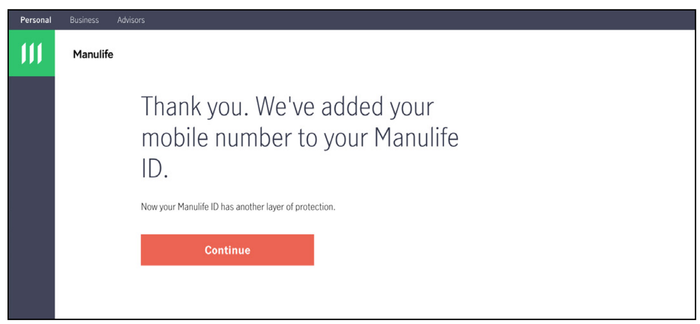
7. A verification text with a code will be sent to your mobile number. This code will be required to proceed.

Enter the code and click **Continue**.

Note: After the verification text arrives, you only have 15 minutes to use the code. So, do it right away!



8. Once you click **Continue**, the screen below will appear to confirm that your mobile number has been added. Click **Continue** to connect your Advisor Manulife ID to your Repsource profile.



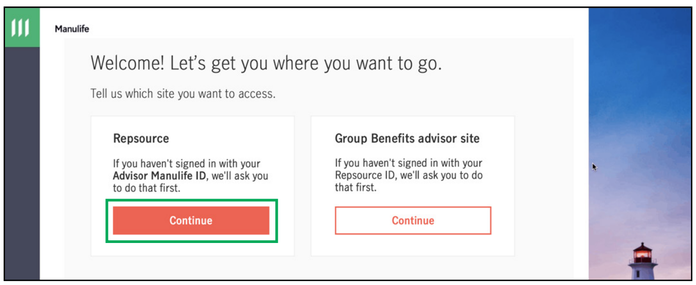
Your Advisor Manulife ID is created! Now, let's connect your existing Repsource profile.

Connecting your Advisor Manulife ID to your existing Repsource profile

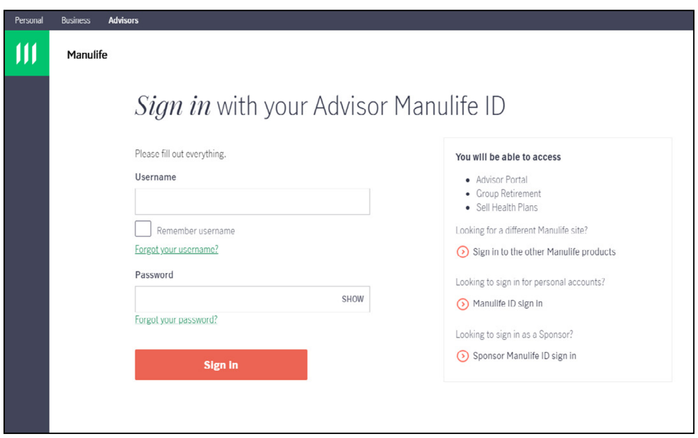
Please note: Advisors must complete this task before an assistant or associate to ensure their access can be properly linked to yours.

Once you've created your Advisor Manulife ID, you'll need to connect it to your Repsource profile. You'll only need to connect your account once.

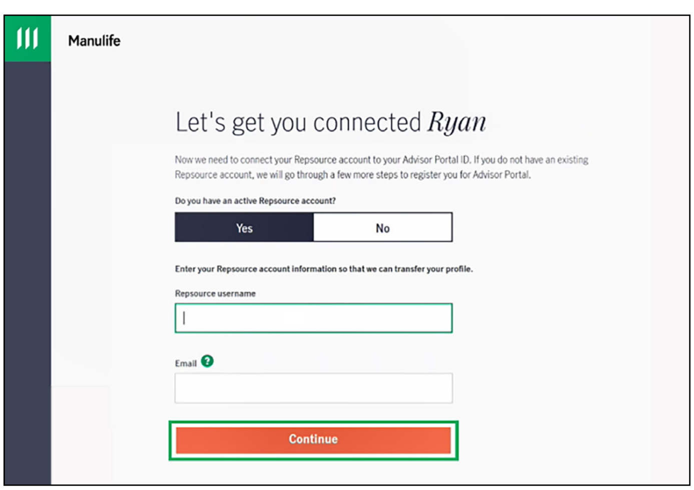
1. Go to Repsource.ca, Click on '**Continue**'.



2. Sign in with your Advisor Manulife ID.



3. Click **Yes** you have a Repsource account.

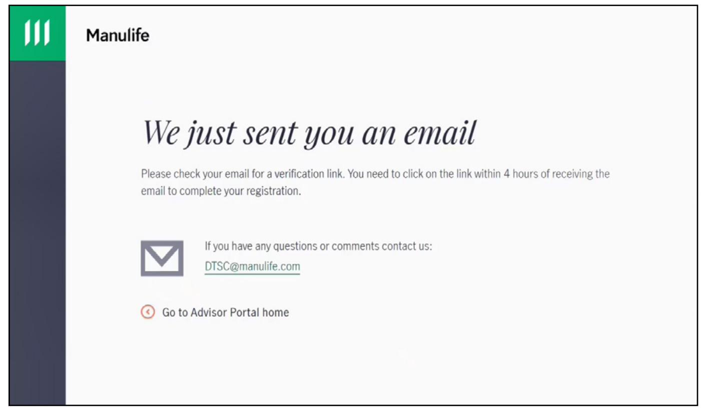


4. Enter your **Repsource username** and **email address** associated with your profile.

   Note: You must have access to the email address associated with your Repsource profile.

5. Click **Continue**.

6. You'll receive an activation email to connect your Advisor Manulife ID.



   Click the **Activate** button in the email to connect your existing Repsource profile with your Advisor Manulife ID.

   Note: After the activation email arrives in your inbox, you only have 4 hours to activate your ID. So, do it right away!

7. Once you click Activate, you'll see a message confirming your account has been verified.

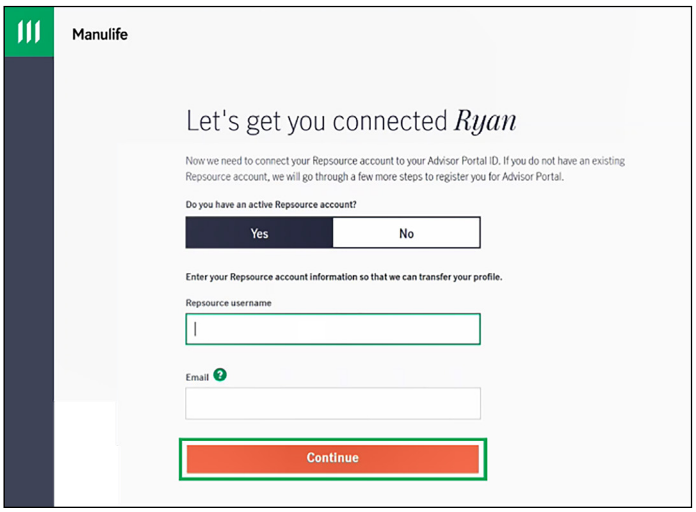
Your Advisor Manulife ID is now connected to your existing Repsource profile!

Connecting your Advisor Manulife ID to a new Repsource profile

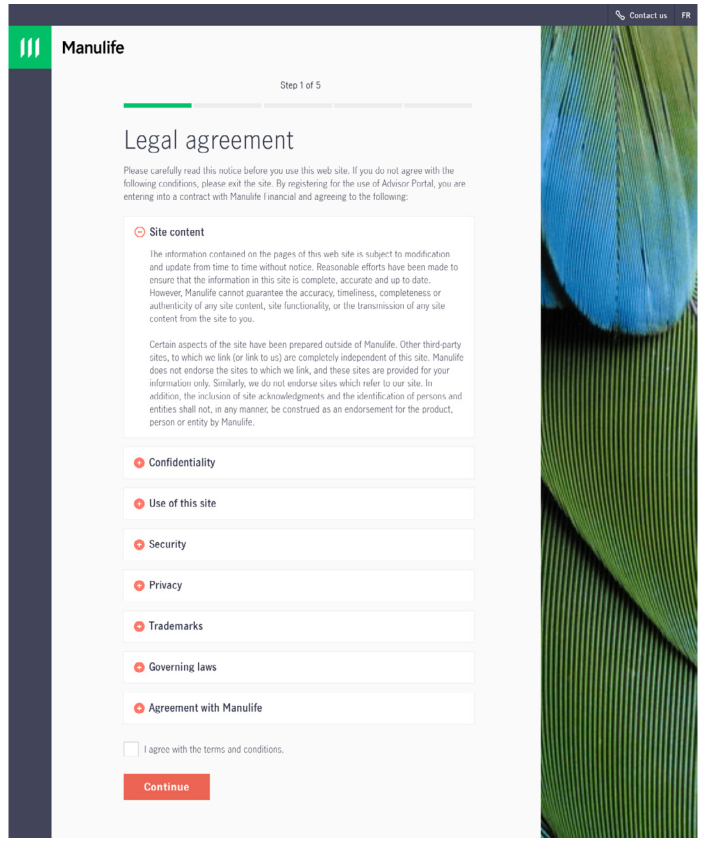
If you've never signed into Repsource and require access to your clients' data and our online tools with Manulife Investment Management, you'll need to register for Repsource and follow the below steps.

If you have already created your Advisor Manulife ID, sign into Repsource. You should be prompted with the screen below.

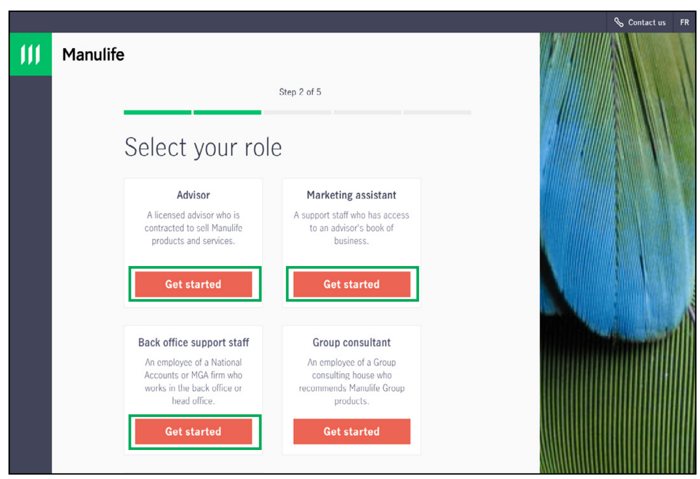
1. Select **No**, you do not have a Repsource account then click **Continue**.



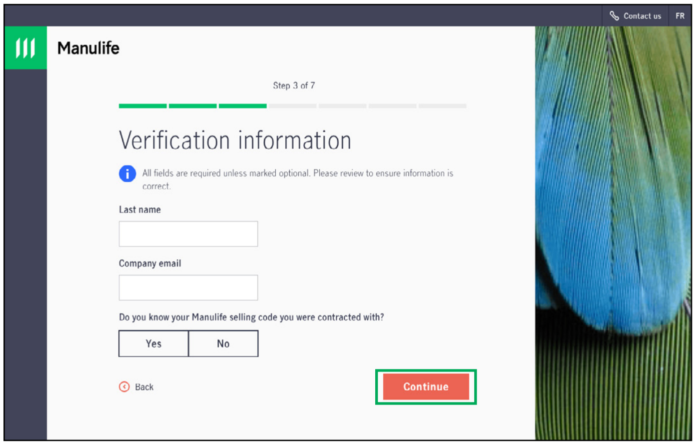
2. Read the legal agreement. Check the box to indicate that you've read and agree to the Terms & Conditions, then click **Continue**.



3. Select your role and click **Get Started**.



4. Complete the verification details including your selling code or dealer-rep code (e.g 3322-8JK9). Click **Continue**.

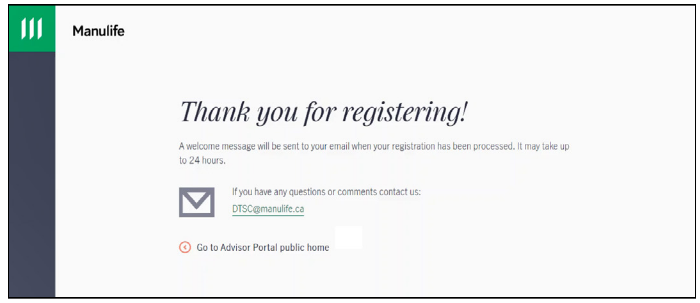


5. Enter your contact details. Click **Continue**.

6. Review all the information entered to ensure its accuracy. Once confirmed, select the **Submit** button.

7. Your profile will be reviewed and created. Once your account has been confirmed, you'll receive an email that includes the verification link to complete your Repsource registration to begin transacting (where applicable) and accessing client information.

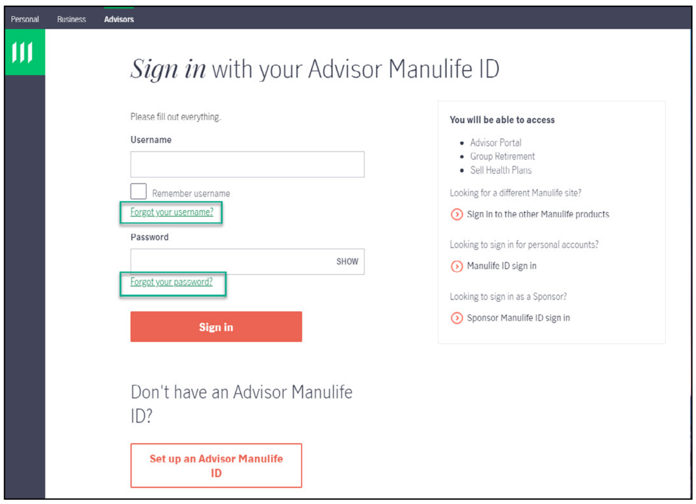
   Note: If you're a Marketing Assistant, Manulife will reach out to the advisor you support for their approval before completing your registration.



Manulife Investment Management

What if I forget my Advisor Manulife ID?

If you forget your Advisor Manulife ID username or password, select **Forgot your username**? or **Forgot your password**? on the sign in page.



Congratulations, you can now access Repsource using your Advisor Manulife ID

Need help?

If you have questions about your new Advisor Manulife ID or need help setting it up, call our DTSC team at 1-800-667-4266. Monday – Wednesday 8AM-8PM ET; Thursday - Friday 8AM-6PM ET or email at DTSC@manulife.ca.

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