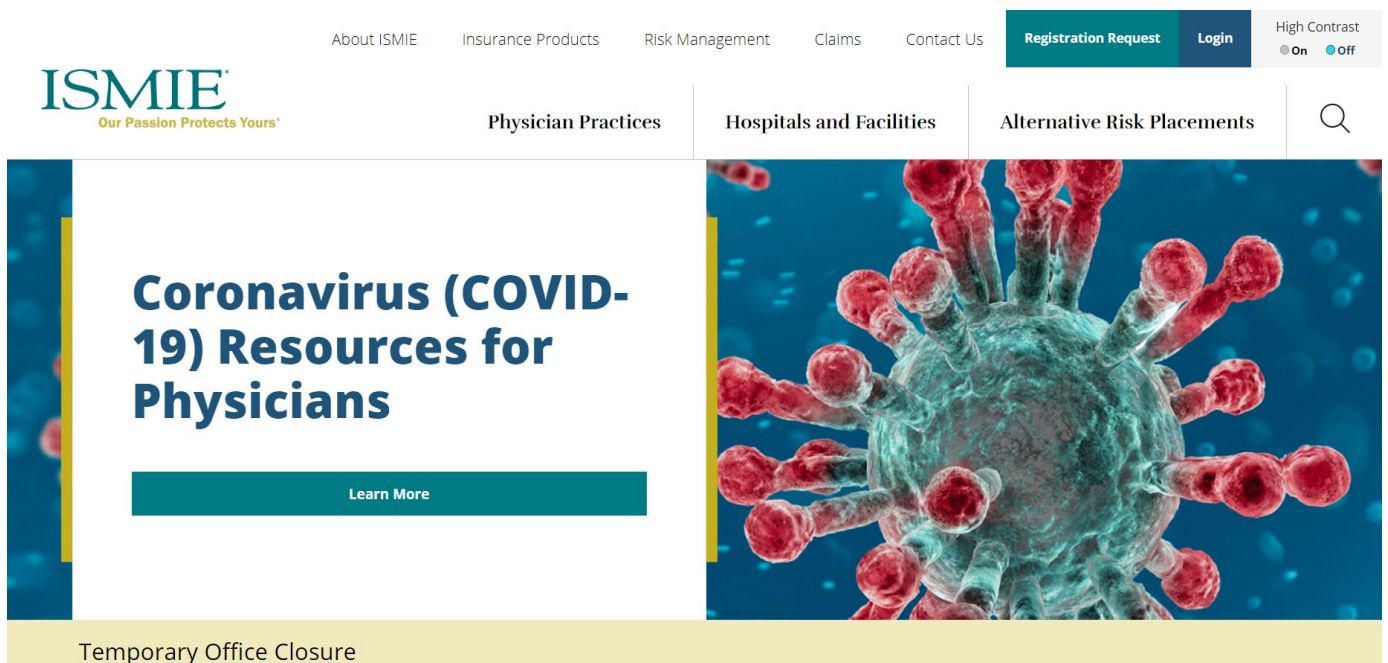


How to login with your user account for the first time on the new website

With the launch of ISMIE's new website, you will be able to login with your current username, however, you will need to reset your password and set up two-factor verification. Please follow the steps below to do this.

Step 1:

1. Visit www.ismie.com and click the "Login" button

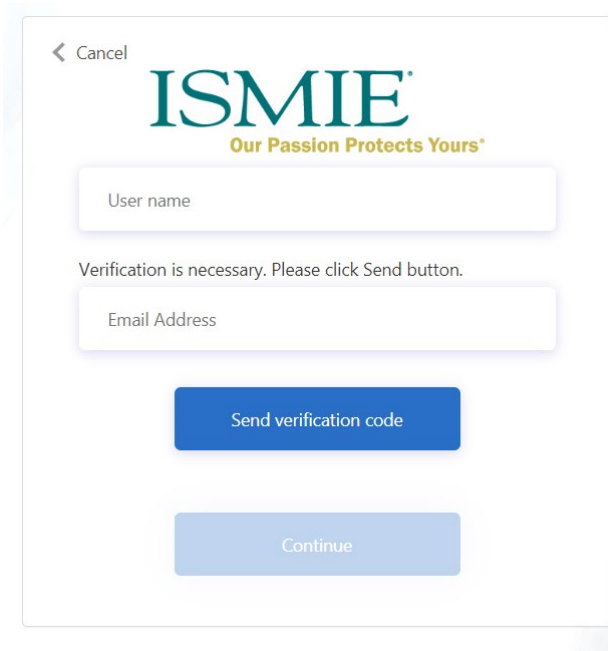


2. Next, click "Forgot Password"

A screenshot of the ISMIE login form. The form is titled "Sign in with your user name" and includes fields for "Username" and "Password". A link for "Forgot your password?" is located next to the password field. A blue "Sign in" button is positioned below the password field. The ISMIE logo and tagline "Our Passion Protects Yours®" are displayed at the top left of the form.

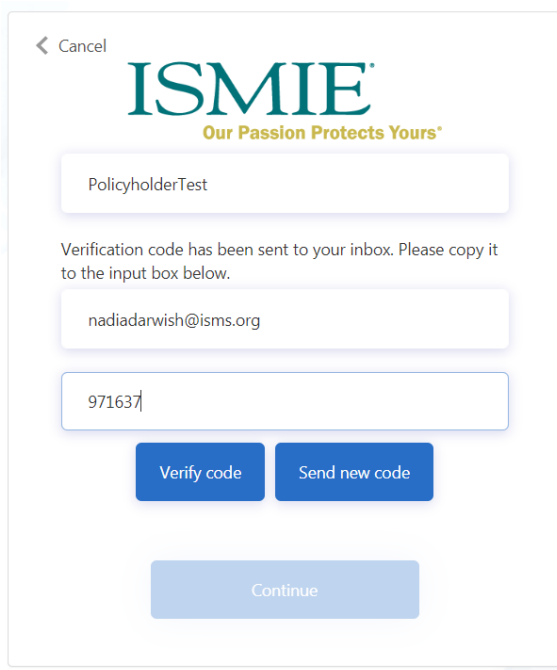
Step 2:

1. Enter your user name (*Note: if you used your email address as your username, you will have to request a new account.*)
2. Enter your email address
3. Click the “Send verification code” button



The screenshot shows the ISMIE registration interface. At the top left is a '< Cancel' link. The ISMIE logo is centered at the top, with the tagline 'Our Passion Protects Yours' below it. There are two input fields: 'User name' and 'Email Address'. Below the 'Email Address' field is a blue button labeled 'Send verification code' and a light blue button labeled 'Continue'. A message reads: 'Verification is necessary. Please click Send button.'

Enter the verification code that was sent to your email
Click the “Verify code” button



The screenshot shows the ISMIE registration interface at the verification step. At the top left is a '< Cancel' link. The ISMIE logo is centered at the top, with the tagline 'Our Passion Protects Yours' below it. There are three input fields: 'PolicyholderTest' (containing 'PolicyholderTest'), 'Email Address' (containing 'nadiadarwish@isms.org'), and a verification code field (containing '971637'). Below the code field are two blue buttons: 'Verify code' and 'Send new code'. At the bottom is a light blue button labeled 'Continue'. A message reads: 'Verification code has been sent to your inbox. Please copy it to the input box below.'

Your email address has now been verified

Click the “Continue” button

< Cancel

ISMIE
Our Passion Protects Yours™

PolicyholderTest

E-mail address verified. You can now continue.

nadiadanwish@isms.org

Change e-mail

Continue

Step 3:

1. Create your password
2. Confirm your password
3. Click the “Continue” button

Step 4:

You will then be taken to the login page.

1. Enter your username
2. Enter your newly created password
3. Click the “Sign in” button

ISMIE
Our Passion Protects Yours™

Sign in with your user name

Username

Username

Password [Forgot your password?](#)

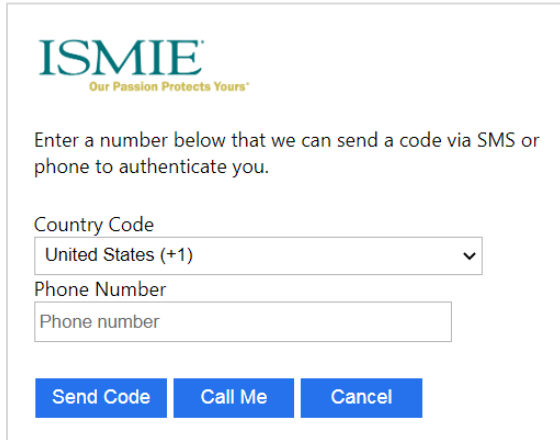
Password

Sign in

Step 5:

You will be prompted to provide your phone number for two-stage verification.

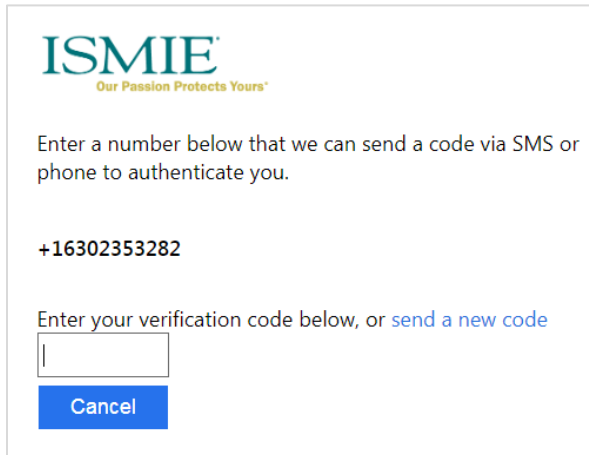
1. Enter a phone number that we can send a code via SMS or phone to authenticate you.
2. Click the “Send code” button



The screenshot shows the ISMIE logo at the top left with the tagline "Our Passion Protects Yours". Below the logo, there is a text prompt: "Enter a number below that we can send a code via SMS or phone to authenticate you." The form contains two input fields: "Country Code" with a dropdown menu currently showing "United States (+1)", and "Phone Number" with a text input field containing the placeholder "Phone number". At the bottom of the form, there are three blue buttons: "Send Code", "Call Me", and "Cancel".

Step 6:

Enter in the verification code that was sent to your phone.



The screenshot shows the ISMIE logo at the top left with the tagline "Our Passion Protects Yours". Below the logo, there is a text prompt: "Enter a number below that we can send a code via SMS or phone to authenticate you." The form displays the phone number "+16302353282" in bold. Below the phone number, there is a text prompt: "Enter your verification code below, or [send a new code](#)". There is a single text input field for the verification code. At the bottom of the form, there is a blue "Cancel" button.

The system will log you in when the code is entered.

Step 7:

You are now logged in and will be directed to your dashboard

