

# Website Registration Quick Reference Guide

This guide will walk you through the steps required to register as a first time user on the Pacific Life website

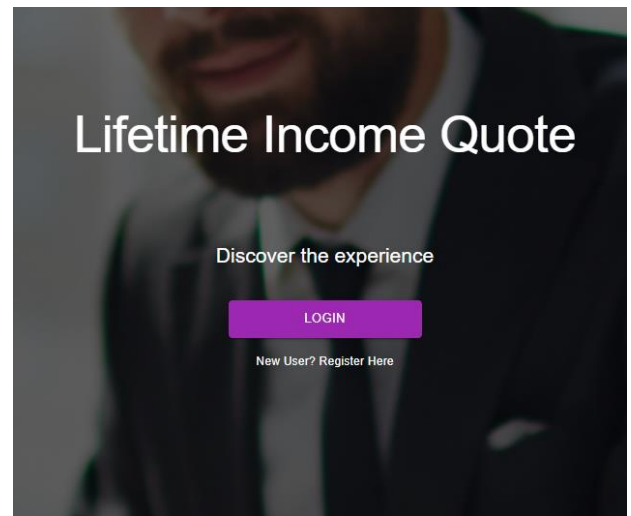
## Login page URL:


<https://www.in.pacificlife.com/quote-ui/index.html>

### Step 1: Login or Register to Login

If you had a login setup for the previous quoting webpage, you will be able to use the same user name and password. For instructions on how to setup Multi-Factor Authentication, go to **Step 4**.

For new users, click “Register Here”.



 **PACIFIC LIFE**

\* All fields required unless otherwise noted.

Email \*

demo1@pacificlife.com

First Name \*

My

Last Name \*

Demo

Company \*

PL

Street Address \*

700 Newport Center Dr

City \*

Newport Beach

State \*

California

Postal Code \*

92660

Telephone \*

(949)555-1234

Comments (optional)

Demo register for new account

By clicking on 'Submit' I acknowledge that I have read and agree to the [Terms & Conditions](#).

SUBMIT

CANCEL

### Step 2: Complete Registration Form

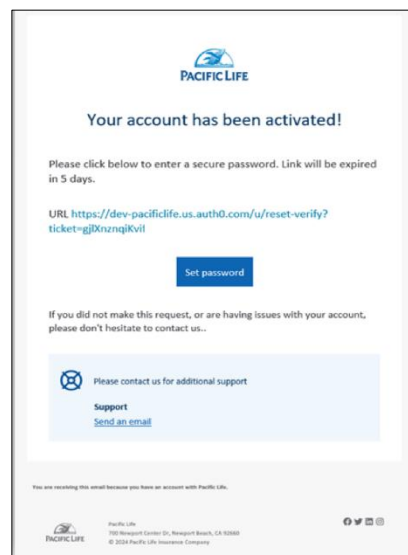
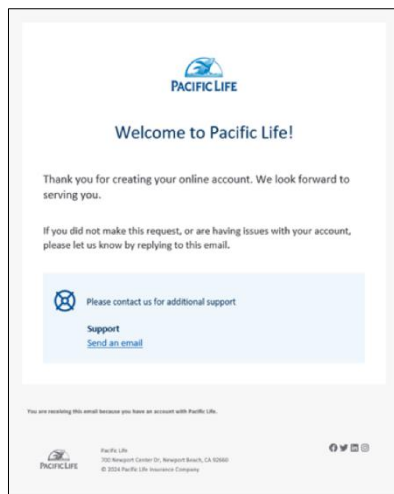
After clicking on “Register Here”, you will be taken to a registration form. Please complete the form with accurate information and click “Submit”.

You will receive an email confirming your registration.

### Step 3: Complete Account Setup

Once your registration is completed, you will receive an email welcoming you to Pacific Life and a subsequent email with a link to set your account password.

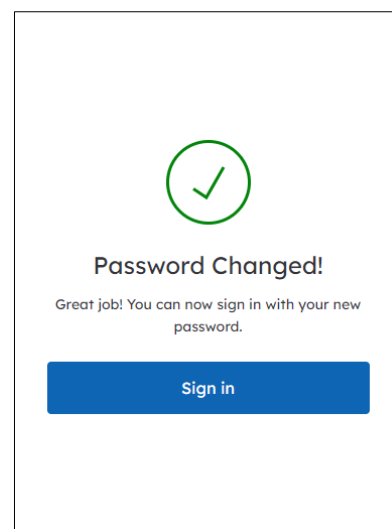
In the second email, click on the “Set password” link in the blue box to setup your password.



After clicking “Set password”, you will be prompted to set up your password. Once the password is set up, you will be given a link that brings you back to the login page.

This is a screenshot of a web form titled "Change Your Password". It features the Pacific Life logo at the top. The text says: "Please enter a strong password to keep your account safe." Below this are two input fields: "New password" and "Re-enter new password", each with an eye icon for toggling visibility. At the bottom is a blue button labeled "Reset password".

- Your password must contain:
- At least 8 characters
  - At least 3 of the following:
    - Lower case letters (a-z)
    - Upper case letters (A-Z)
    - Numbers (0-9)
    - Special characters (e.g. !@#\$%^&\*)
  - No more than 2 identical characters in a row

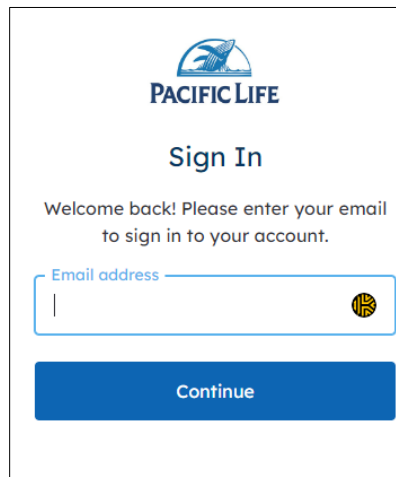


## Step 4: Set up Multi-Factor Authentication (MFA)

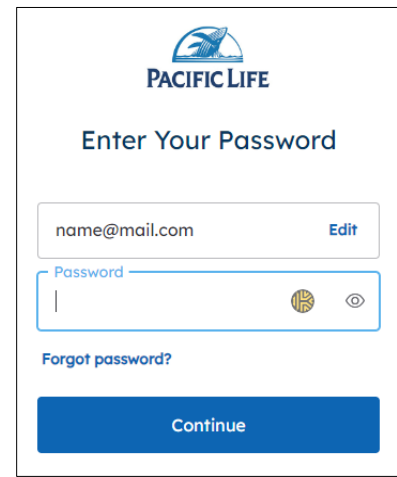
On the login page, sign in with the email address from your registration and use the password you set up.

Choose the MFA option you prefer

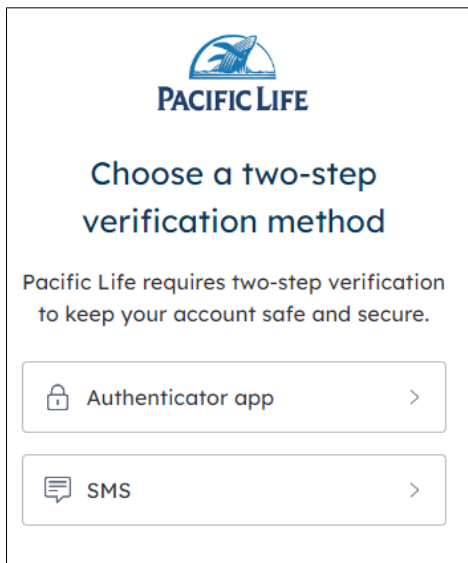
- Authenticator app
- SMS (text message)



The screen displays the Pacific Life logo at the top. Below it is the heading "Sign In". A message reads: "Welcome back! Please enter your email to sign in to your account." There is a text input field labeled "Email address" with a cursor inside. To the right of the field is a small circular icon with a grid pattern. At the bottom is a blue button labeled "Continue".



The screen displays the Pacific Life logo at the top. Below it is the heading "Enter Your Password". There is a text input field containing "name@mail.com" with an "Edit" link to its right. Below this is another text input field labeled "Password" with a cursor inside. To the right of the field is a small circular icon with a grid pattern and an eye icon. Below the password field is a link that says "Forgot password?". At the bottom is a blue button labeled "Continue".



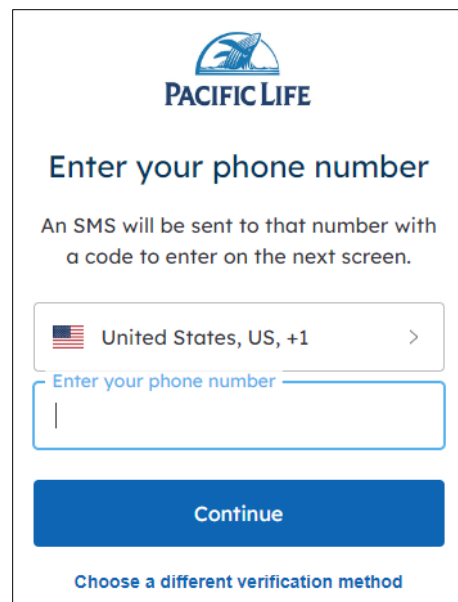
The screen displays the Pacific Life logo at the top. Below it is the heading "Choose a two-step verification method". A message reads: "Pacific Life requires two-step verification to keep your account safe and secure." There are two selectable options, each in a box with a right-pointing chevron: "Authenticator app" (with a lock icon) and "SMS" (with a speech bubble icon).

## Authenticator App

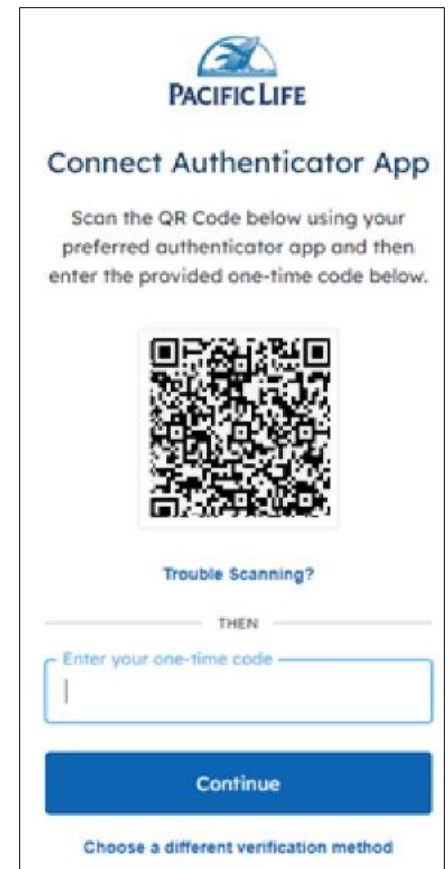
- You may use any authenticator app (Google Authenticator, Microsoft Authenticator, Authy, etc.).
- Scan the QR code provided with the authenticator app of your choosing and then enter the one-time code provided.

## SMS

- Input phone number to receive the one-time code via text message.




The screen displays the Pacific Life logo at the top. Below it is the heading "Enter your phone number". A message reads: "An SMS will be sent to that number with a code to enter on the next screen." There is a dropdown menu showing "United States, US, +1" with a right-pointing chevron. Below this is a text input field labeled "Enter your phone number" with a cursor inside. At the bottom is a blue button labeled "Continue". Below the button is a link that says "Choose a different verification method".



The screen displays the Pacific Life logo at the top. Below it is the heading "Connect Authenticator App". A message reads: "Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below." There is a QR code in the center. Below the QR code is a link that says "Trouble Scanning?". Below that is a horizontal line with the word "THEN" in the center. Below the line is a text input field labeled "Enter your one-time code" with a cursor inside. At the bottom is a blue button labeled "Continue". Below the button is a link that says "Choose a different verification method".

## Optional: Set up login with Biometrics

If you are using a trusted device that allows fingerprint or face recognition, you can select “continue” to set that up.

  
**PACIFIC LIFE**

**Log In Faster on This Device**

Trust this device? You can quickly and securely log in the next time using this device's fingerprint or face recognition.

**Continue**

Remind me later

[Not on this device](#)

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