

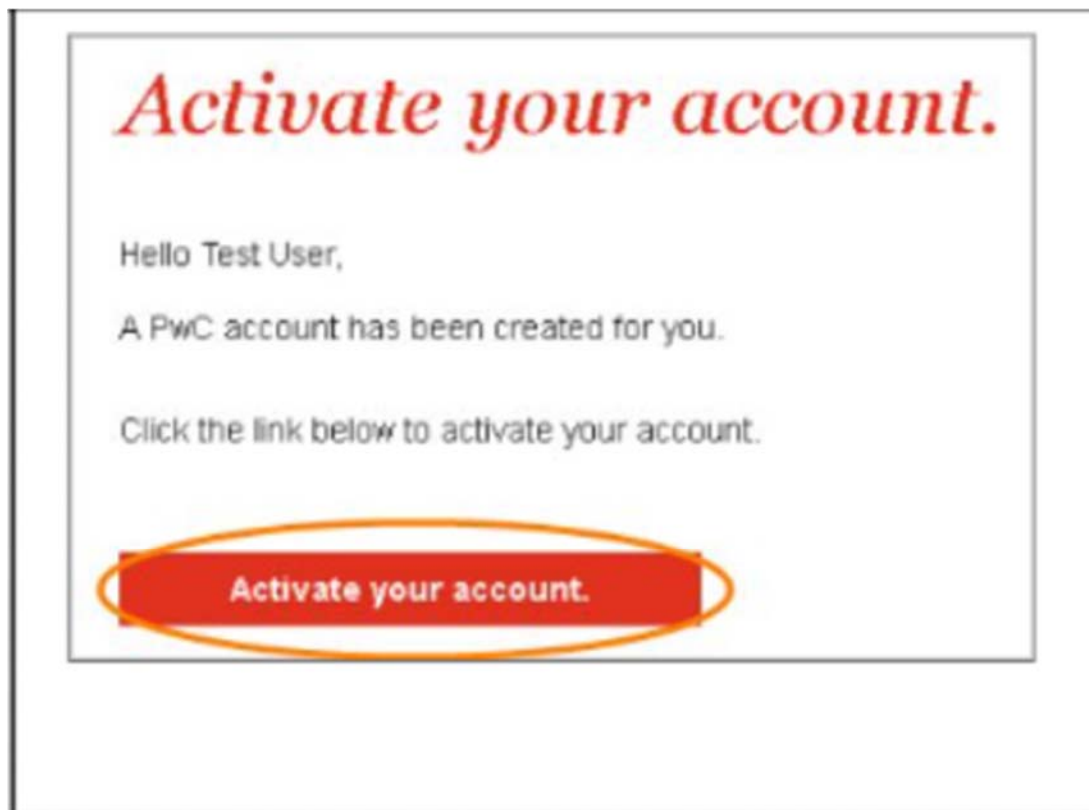
# Guide to Activating Your ESB ESOP Market Portal Account

## Step 1:

Users will receive an email from [no\\_reply@registration.pwc.com](mailto:no_reply@registration.pwc.com) and will be instructed to click on 'Activate your account'. If email does not appear in your **inbox**, please check your **Spam** folder for an email from the above email address.

This account activation will be valid for 7 days. If not completed within 7 days, a new account activation link will be sent out.

This activation email will look similar to the example below:



## Step 2:

When users click on the 'Activate your account' button they will be instructed to confirm email address, choose a password (obeying rules highlighted in green below), confirm their password, enter their phone number for their one-time verification code and click 'Submit'. All of these fields will be mandatory to set up an account. Ensure the phone number entered is valid as it will be needed in the next step to verify the account.

When entering the phone number, select the country code in the dropdown (for Ireland this is '+353'), then when entering the phone number in the box on the right-hand side, drop the beginning '0' and continue with entering the phone number.

login-stg.pwc.com

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### Activate your account

T\*\*\*\*\*2@gmail.com

Confirm email (mandatory)

Choose password (mandatory)

- ✓ Minimum 8 characters in length.
- ✓ Does not contain first or last name or email.
- ✓ Satisfy 3 of 4:
  - Contains at least one lowercase letter.
  - Contains at least one uppercase letter.
  - Contains at least one number.
  - Contains at least one of the following: - ! @ # \$ % ^ & \* \_ - + = ' \ \ ( ) { } [ ] ; : ' < > , . ? /
- ✓ Passwords match

Confirm password (mandatory)

Country code (mandatory)

Primary number (mandatory)

Ireland (+353) 1 2345 6789

✕ Reset fields

Submit

When entering your phone number, drop the beginning '0'.

Example: For phone number '0831234567', select '+353' on the dropdown on the left hand side, and enter '831234567' on the right hand side box.

**Step 3:**

When the 'Activate your account' details have been submitted, users will be brought to the next step where they can choose to receive their one-time verification code either by text or call. Click 'Send' after an option is chosen.

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## Verify your identity

To verify your identity, we will send a one-time verification code to your phone or email.

Choose 1:

Text me at \*\*\*\*\*0060.

**i** If selecting this option, ensure the device can receive text messages.

Call me at \*\*\*\*\*0060.

**Send**

**i** Assistance required

**Step 4:**

Users then enter the code received by text or call and click 'Submit'. You can receive a new one-time verification code by clicking 'Resend code' or can request a new method 'Select different method'.



**One time verification code sent.**

 I didn't receive a code

<b>Resend code</b>	<b>Select different method</b>
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**Step 5.**

When the account has been successfully activated, users will receive a message confirming this.

You can now close the activation browser/window and then go to the ESB ESOP Market Portal ([www.esbesopmarket.ie](http://www.esbesopmarket.ie)).

