

myEQUITY makes managing your Equity Trust account easy. Once your Equity Trust account has been opened, and you have your account number, visit [www.myEQUITY.com](http://www.myEQUITY.com) to enroll by following the steps below.



1. Select "Register for online access" option from the homepage

2. Select the user role of "Account Owner" and click Next

3. Enter your Equity Trust account number, the last 6 digits of your Social Security Number, and your date of birth, and click Next

4. Enter a username and passphrase/password that will be used for your myEQUITY login, then re-enter the passphrase/password and click Next

- Your username must be unique; should your desired username already be in use, a message will appear alerting you to select a different username  
**Note:** Your user name cannot be an email address or contain any special characters

- Your passphrase/password must be at least 14 characters in length

**Note:** Your passphrase/password cannot contain the characters '\ ' or contain parts of your name, username, or common passwords

## TIP:

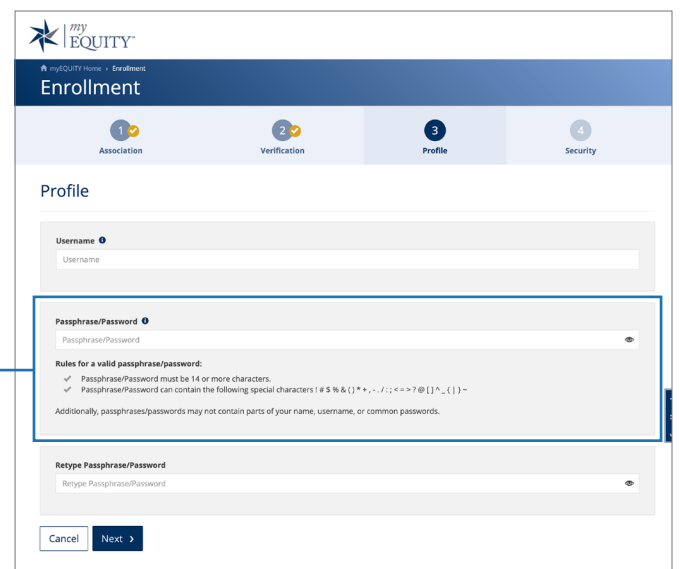
Having trouble thinking of a 14 character passphrase/password? Consider using a favorite quote or song lyric!

## To enroll in myEQUITY, you will need the following:

- Your Equity Trust account number
- Last 6 digits of your Social Security Number
- Your date of birth
- Access to your phone



The screenshot shows the myEQUITY homepage with the 'New User? Register for online access' button highlighted. A callout box points to this button with the text 'New User? Register for online access'.



The screenshot shows the myEQUITY Enrollment page. The 'Profile' section is highlighted, showing fields for 'Username' and 'Passphrase/Password'. A callout box points to the 'Passphrase/Password' field with the text 'Passphrase/Password'.

**Rules for a valid passphrase/password:**

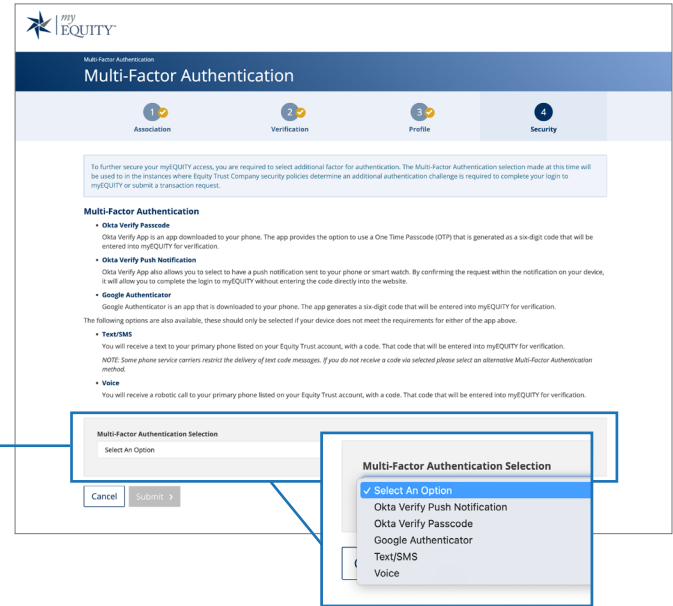
- Passphrase/Password must be 14 or more characters.
- Passphrase/Password can contain the following special characters: ! # \$ % & ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ { } ~

Additionally, passphrases/passwords may not contain parts of your name, username, or common passwords.

5. Finally, select a multi-factor authentication option as an additional level of security for your account.

You can select one of the following options:

- A smartphone application: Okta Verify or Google Authenticator
- A text to your primary phone number on file (must be a mobile phone)
- A phone call to your primary phone number on file



## NEXT:

Follow the steps below to set up the multi-factor authentication that you selected.



## Setting Up Multi-Factor Authentication

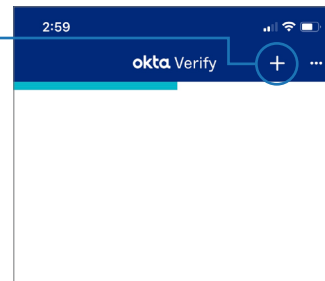
### OKTA VERIFY : PUSH NOTIFICATION

1. Download the free Okta Verify app on your smartphone

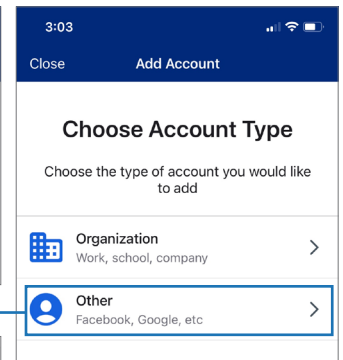


Look for the Okta Verify icon in your app store.

2. Open the app on your phone and select the "+" icon in the upper right-hand corner to add your myEQUITY account

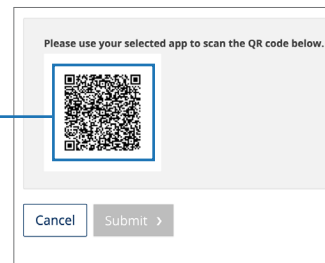


3. Select "Other" as the account type

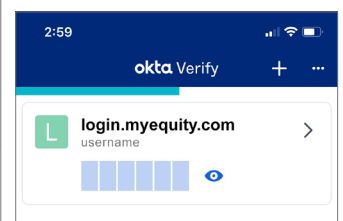


4. Select the "Scan a QR Code" option and scan the QR code on the myEQUITY enrollment screen with your phone's camera

*Note: You will need to allow Okta Verify access to your phone's camera in order to scan the QR code*



5. Your myEQUITY account is now added to Okta



6. Click the Submit button on the myEQUITY enrollment screen to complete registration

For additional setup information, [watch this video](#)

## OKTA VERIFY : PASSCODE

1. Download the free Okta Verify app on your smartphone



Look for the Okta Verify icon in your app store.

2. Open the app on your phone and select the "+" icon in the upper right-hand corner to add your myEQUITY account

3. Select "Other" as the account type

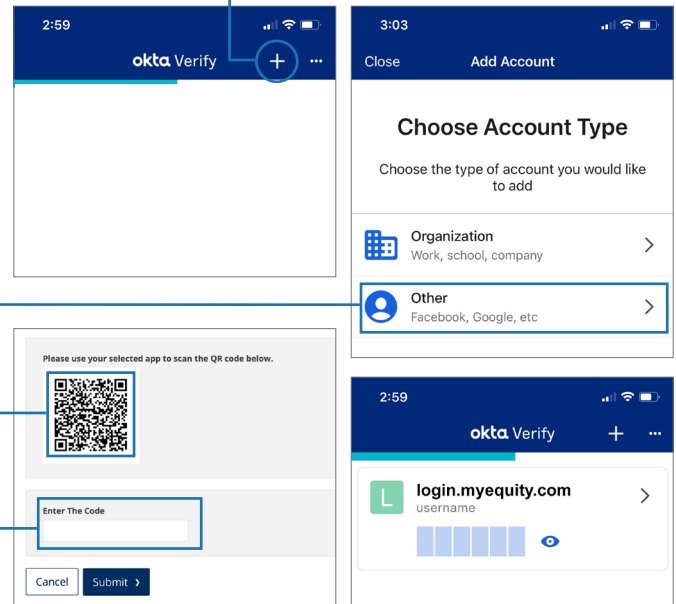
4. Select the "Scan a QR Code" option and scan the QR code on the myEQUITY enrollment screen with your phone's camera

*Note: You will need to allow Okta Verify access to your phone's camera in order to scan the QR code*

5. Enter the 6-digit code that appears within the app in the field labeled "Enter the Code" on the myEQUITY enrollment screen

6. Your myEQUITY account is now added to Okta

7. Click the Submit button on the myEQUITY enrollment screen to complete registration



## GOOGLE AUTHENTICATOR

1. Download the free Google Authenticator app on your smartphone



Look for the Google Authenticator icon in your app store.

2. Open the app on your phone and select Get Started or the "+" icon in the lower right-hand corner

3. Select the "Scan a QR Code" option and scan the QR code on the myEQUITY enrollment screen with your phone's camera

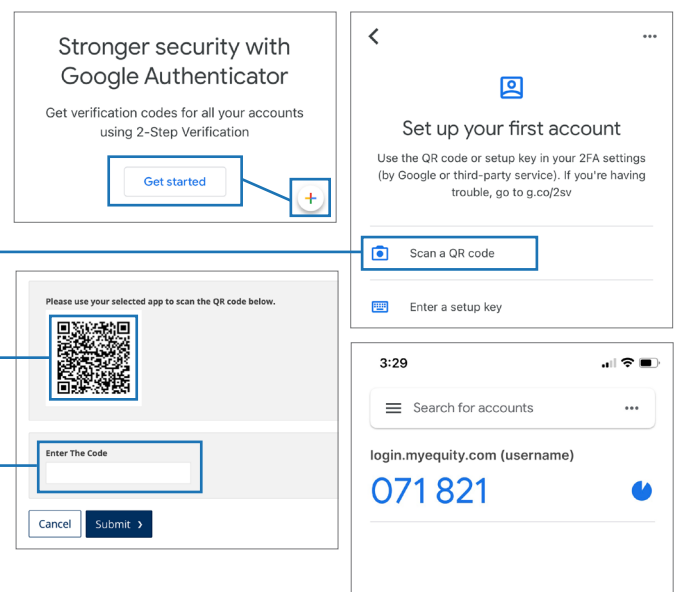
*Note: You will need to allow Authenticator access to your phone's camera in order to scan the QR code*

4. Enter the 6-digit code that appears within the app in the field labeled "Enter the Code" on the myEQUITY enrollment screen

5. Your myEQUITY account is now added to Okta

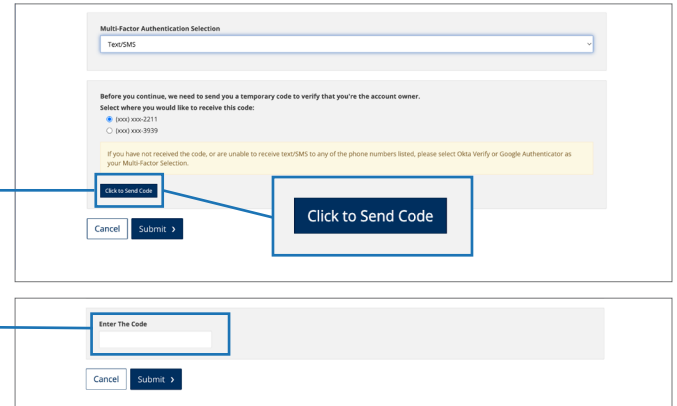
6. Click the Submit button on the myEQUITY enrollment screen to complete registration

For additional setup information, [watch this video](#)



## TEXT/SMS

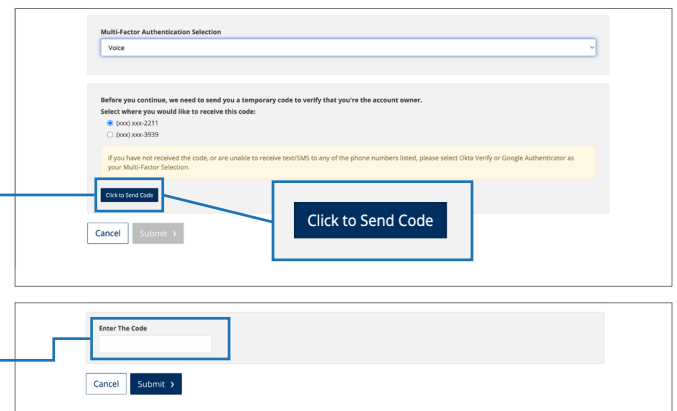
1. Choose the phone number that should receive the text and hit the Click to Send Code button
2. Check your phone's text messages for a text that will state your 6-digit verification code
3. Enter the 6-digit code from the text message in the field labeled "Enter the Code" on the myEQUITY enrollment screen
4. Click the Submit button on the myEQUITY enrollment screen to complete registration



The image shows two screenshots of the myEQUITY enrollment interface. The top screenshot is the 'Multi-Factor Authentication Selection' screen, where 'Text/SMS' is selected. It displays instructions to select a phone number to receive a temporary code. Two phone numbers are listed: (xxx) xxx-2211 (selected) and (xxx) xxx-3939. A yellow banner provides an alternative if the code is not received. Two buttons, 'Click to Send Code' and 'Cancel', are shown. The bottom screenshot is the 'Enter The Code' screen, featuring a text input field and 'Cancel' and 'Submit' buttons. Blue lines connect the 'Click to Send Code' button in the top screenshot to step 1, and the 'Enter The Code' field in the bottom screenshot to step 3.

## VOICE

1. Choose the phone number that should receive the voice call and hit the Click to Send Code button
2. Answer the incoming call to the phone number selected and listen for the 6-digit verification code within the recorded message
3. Enter the 6-digit code from the recorded voice message in the field labeled "Enter the Code" on the myEQUITY enrollment screen
4. Click the Submit button on the myEQUITY enrollment screen to complete registration



The image shows two screenshots of the myEQUITY enrollment interface. The top screenshot is the 'Multi-Factor Authentication Selection' screen, where 'Voice' is selected. It displays instructions to select a phone number to receive a temporary code. Two phone numbers are listed: (xxx) xxx-2211 (selected) and (xxx) xxx-3939. A yellow banner provides an alternative if the code is not received. Two buttons, 'Click to Send Code' and 'Cancel', are shown. The bottom screenshot is the 'Enter The Code' screen, featuring a text input field and 'Cancel' and 'Submit' buttons. Blue lines connect the 'Click to Send Code' button in the top screenshot to step 1, and the 'Enter The Code' field in the bottom screenshot to step 3.

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