

EasyPension® Employee Portal

How to activate your personal account

Your employer has decided to manage the occupational pension solutions in your company (e.g. the bAV) with EasyPension®. To benefit from all the advantages, all you need to do is activate your access to the employee portal – we already took care of everything else. Below you will find both a quick guide and a detailed, illustrated step-by-step guide to the registration process. If you have any questions, our support team will also be happy to help you personally.

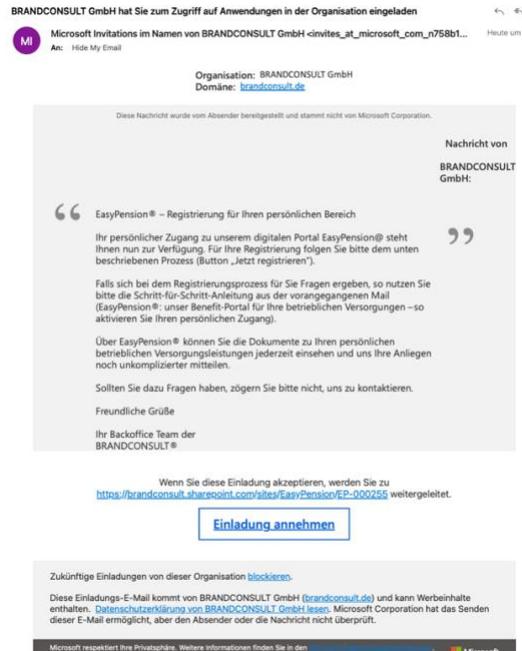


Quick Guide

1. **Accept the e-mail invitation:** The invitation has been sent to your email address registered with EasyPension®.
2. **Log in to Microsoft Sharepoint.**
3. **Retrieve the account verification code** from Microsoft in your e-mail inbox – if necessary, also check the spam folder.
4. **Enter the account verification code** in the Microsoft login window.
5. **Accept authorisation** for Microsoft/BRANDCONSULT GmbH.
6. **Selecting a password? Not necessary!** You don't need to remember a password for EasyPension®, you will receive a code via e-mail for every login.

If you have any questions or problems, our office team will be happy to support you:

- ☎ 04101 60108-81
- ✉ support@easypension.eu

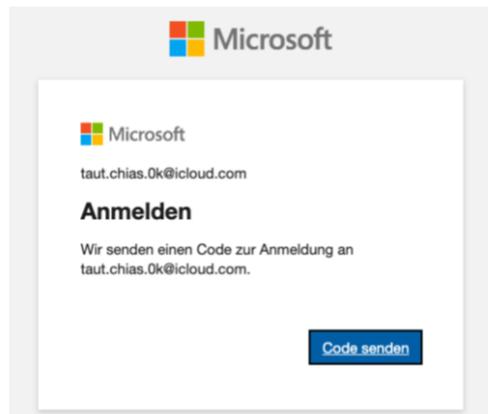


Step 1: Accept the E-Mail Invitation

You recently received an info e-mail in which you were briefly introduced to the functions of EasyPension® - this e-mail came either from BRANDCONSULT GmbH or from your employer. In order to actually sign up, you will receive a second mail from Microsoft in the name of BRANDCONSULT GmbH a little later. This e-mail contains an invitation to register with BRANDCONSULT's Microsoft Sharepoint - which is the technical basis of our EasyPension® software. It is a secure, trustworthy connection.

Please click on the button EINLADUNG ANNEHMEN (accept invitation).

You have not received any e-mails? Please check your spam folder first. If you do not find any mail from us there either, please make sure you are looking in the right mailbox: Registration emails go to the email address your employer has registered for you with EasyPension®. **If you have a company e-mail address, this is usually also the address you use to access EasyPension®.**



Step 2: Logging in to Microsoft Sharepoint

After you have clicked on the link in the e-mail (see step 1), your browser will open a window and show you a login field from Microsoft.

Now please click on the blue button at the bottom right: CODE SENDEN (send code).

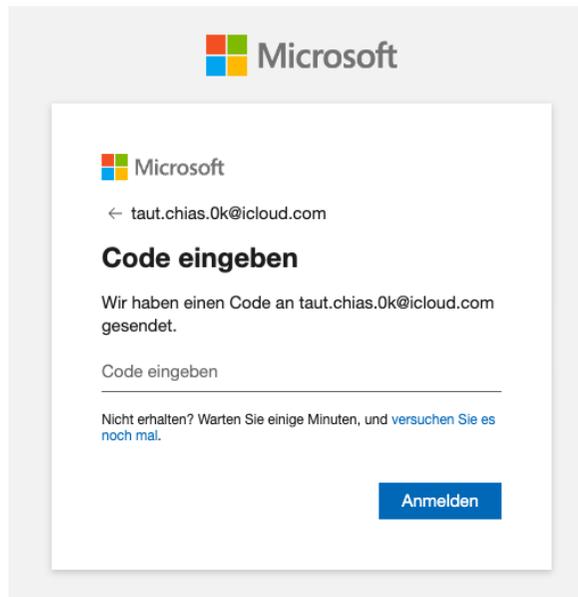
In a few minutes at the latest, you should find a numerical code from Microsoft in your e-mail box (see step 3).



Step 3: Retrieve account verification code from Microsoft

In your mailbox you should now receive an e-mail with the subject "**Ihr BRANDCONSULT GmbH-Kontoprüfcode**".

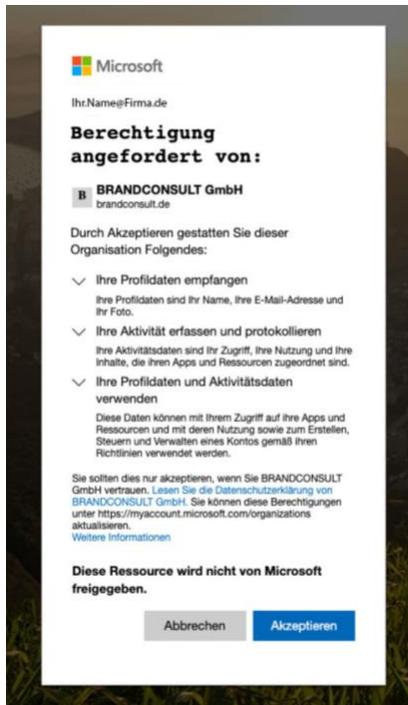
You can copy this code via mouse or keyboard directly from the e-mail text or type it manually into the login window (see step 4).



Step 4: Enter the account verification code in the login window

The numerical code you have received is only **valid for 30 MINUTES**. You were interrupted and the code has expired in the meantime? Simply request a new code (as in step 2).

Now please enter the NUMERICAL CODE into the login window. You have received this code earlier via e-mail (see step 3).



Step 5: Authorisation for Microsoft/BRANDCONSULT GmbH

Once you have entered the correct numerical code, you will be redirected and asked by Microsoft to grant BRANDCONSULT GmbH authorisation to access your profile and activity data.

Please click on the blue button at the bottom right: AKZEPTIEREN (accept).

Done!

You should now be redirected directly to your EasyPension® profile.



Note: No password required

You do not need to remember a password to access EasyPension®.

Each time you log in, Microsoft sends you an **individual access code** to your e-mail address, which you use instead of a password for authentication.