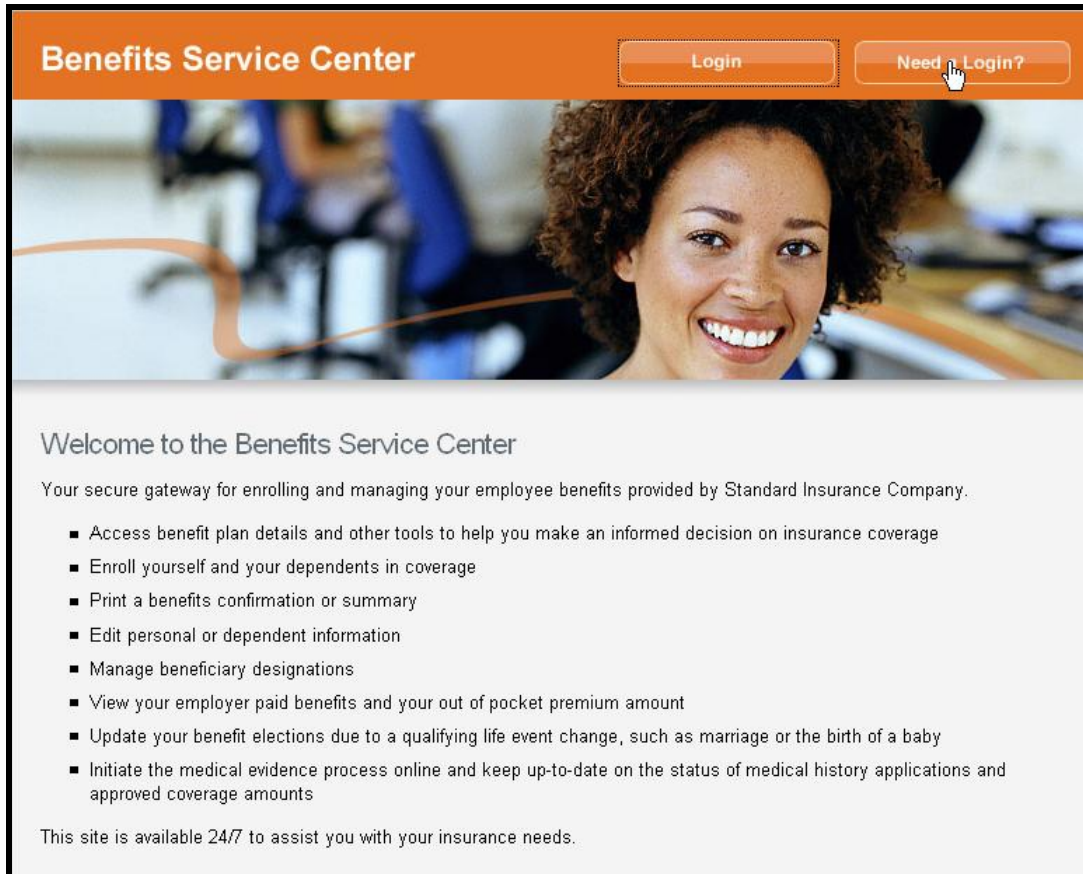


# Sign-on Instructions

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Following are the instructions for creating a first time login to the enrollment system. If you have previously established an account, skip to step 8.

1. Go to **www.standard.com/enroll**
2. Click on **Need a Login?**



# Sign-on Instructions

3. Type in your **Social Security Number and Date of Birth**. Your Company Key is **“thestandard”** and will pre-fill in the field for you.

The screenshot shows the 'User Information' step of a registration process. On the left, a navigation menu includes 'New User Registration', 'User Information', 'Electronic Signature', 'Create Account', 'Account Confirmation', and 'Sign In'. The main content area is titled 'User Information' and contains the following text: 'Welcome to The Standard Online Enrollment System. Here you can create your unique User Name and Password in order to enroll in benefits through The Standard. To create your account, please enter your Social Security Number or Employee ID, Company Key and Date of Birth in the fields below as indicated in your First Time User Instructions. After you have completed these fields, click on Continue to move to the next step.' Below this, it states: 'If you are sure your date of birth, company key, and SSN or Employee ID are entered properly and are unable to create a User Name and password, please contact 1-866-623-0622 to verify your user information.' The 'Company Key' is pre-filled with 'thestandard (case sensitive)'. There are input fields for 'Social Security Number: (123-45-6789) or Employee ID:', 'Company Key: thestandard (case sensitive)', and 'Date of Birth: (MM/DD/YYYY)'. At the bottom are 'Continue' and 'Cancel' buttons.

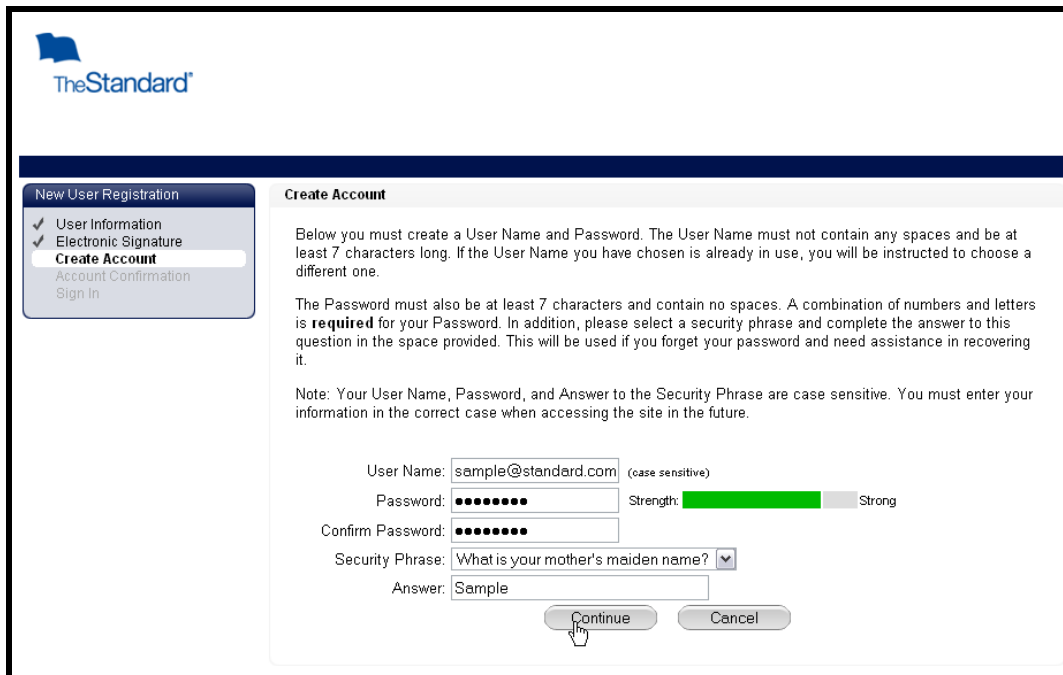
4. Read through the Electronic Signature notification and click **“Accept”** to move forward.

The screenshot shows the 'Electronic Signature' step of the registration process. The navigation menu on the left is updated to show 'User Information' with a checkmark and 'Electronic Signature' as the active step. The main content area is titled 'Electronic Signature' and contains the following text: 'Please read the following information. After you have read the information either accept or decline the agreement by clicking on the appropriate button below. If you agree, you will be directed to the next step. If you decline, you will be returned to the login page and will have to contact your benefits administrator to enter the system.' Below this is a scrollable text area containing a consent statement: 'By clicking "I Agree" below, I here by consent to the use of Electronic Signatures as my formal acceptance of all electronic records covered by the Electronic Signatures in Global and National Commerce Act of 2000 (ESIGN) which includes documents, forms, account applications, electronic trade confirmations, statements, agreements, and prospectuses. I also consent to receive certain employee benefit plan information through electronic media. I understand it may be necessary for me to inform the company if my email address changes or if I prefer to receive the communication at a different email address. I also understand that I may withdraw this consent at any time by completing a similar form stating I no longer consent to electronic communication. In addition, I understand that I may request a paper version of the electronically furnished documents free of charge if I am unsuccessful at printing the document.' At the bottom are 'Accept' and 'Decline' buttons, with a mouse cursor pointing to the 'Accept' button.

# Sign-on Instructions

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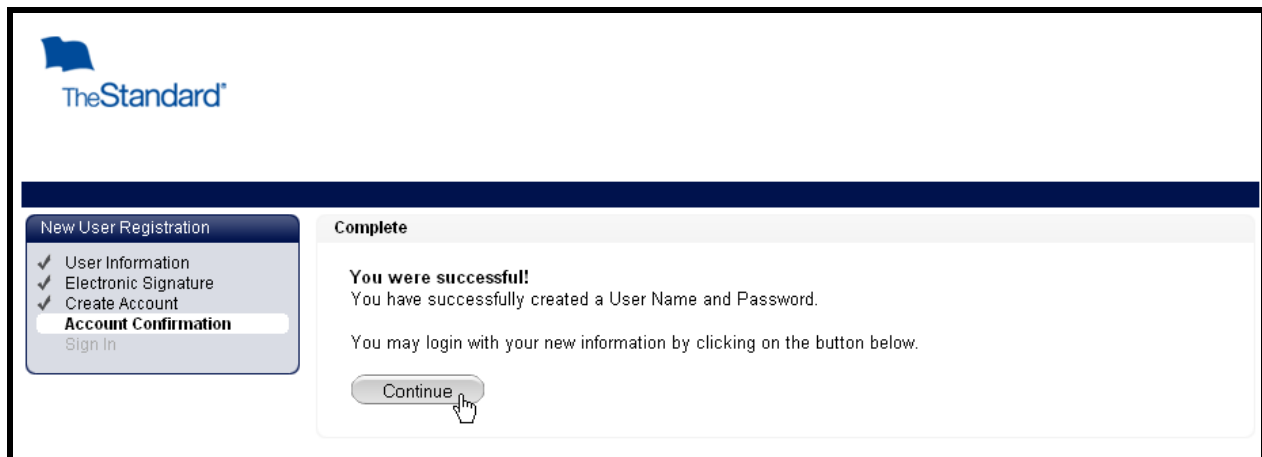
5. Create your User Name and Password. Confirm your password (at least 7 characters). Select your security phrase and answer. Click **“Continue”**.



The screenshot shows the 'Create Account' form on TheStandard website. The page has a blue header with the logo. On the left, a sidebar titled 'New User Registration' contains a list of steps: 'User Information', 'Electronic Signature', 'Create Account' (highlighted), 'Account Confirmation', and 'Sign In'. The main content area is titled 'Create Account' and contains the following text: 'Below you must create a User Name and Password. The User Name must not contain any spaces and be at least 7 characters long. If the User Name you have chosen is already in use, you will be instructed to choose a different one. The Password must also be at least 7 characters and contain no spaces. A combination of numbers and letters is **required** for your Password. In addition, please select a security phrase and complete the answer to this question in the space provided. This will be used if you forget your password and need assistance in recovering it. Note: Your User Name, Password, and Answer to the Security Phrase are case sensitive. You must enter your information in the correct case when accessing the site in the future.'

The form fields are: 'User Name: sample@standard.com (case sensitive)', 'Password: [masked]', 'Confirm Password: [masked]', 'Security Phrase: What is your mother's maiden name?' (dropdown menu), and 'Answer: Sample'. A 'Strength' indicator shows a green bar. At the bottom, there are 'Continue' and 'Cancel' buttons. A mouse cursor is pointing at the 'Continue' button.

6. Click **“Continue”** to proceed to Login Page.



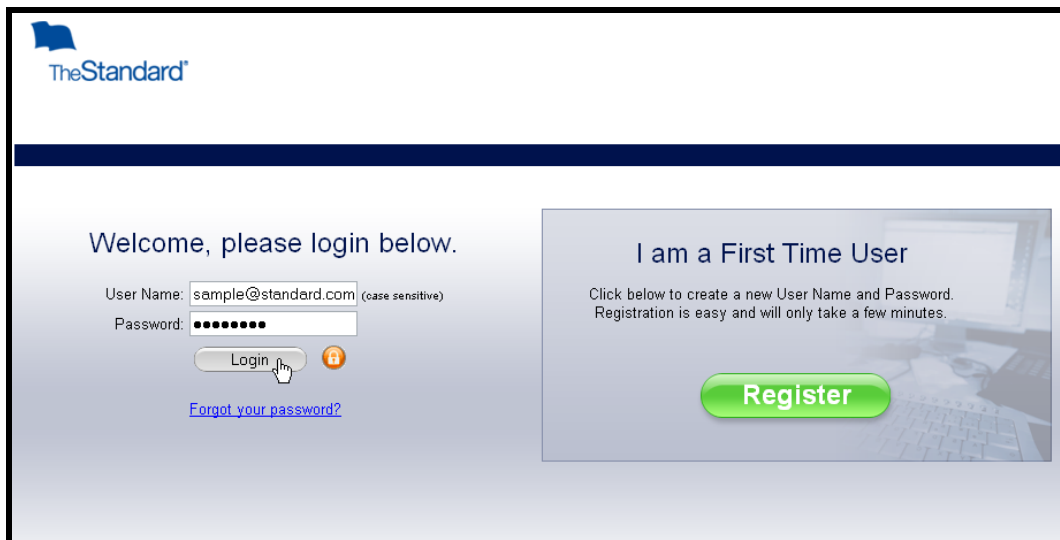
The screenshot shows the 'Complete' confirmation page on TheStandard website. The page has a blue header with the logo. On the left, a sidebar titled 'New User Registration' contains a list of steps: 'User Information', 'Electronic Signature', 'Create Account', 'Account Confirmation' (highlighted), and 'Sign In'. The main content area is titled 'Complete' and contains the following text: 'You were successful! You have successfully created a User Name and Password. You may login with your new information by clicking on the button below.'

At the bottom, there is a 'Continue' button. A mouse cursor is pointing at the 'Continue' button.

# Sign-on Instructions

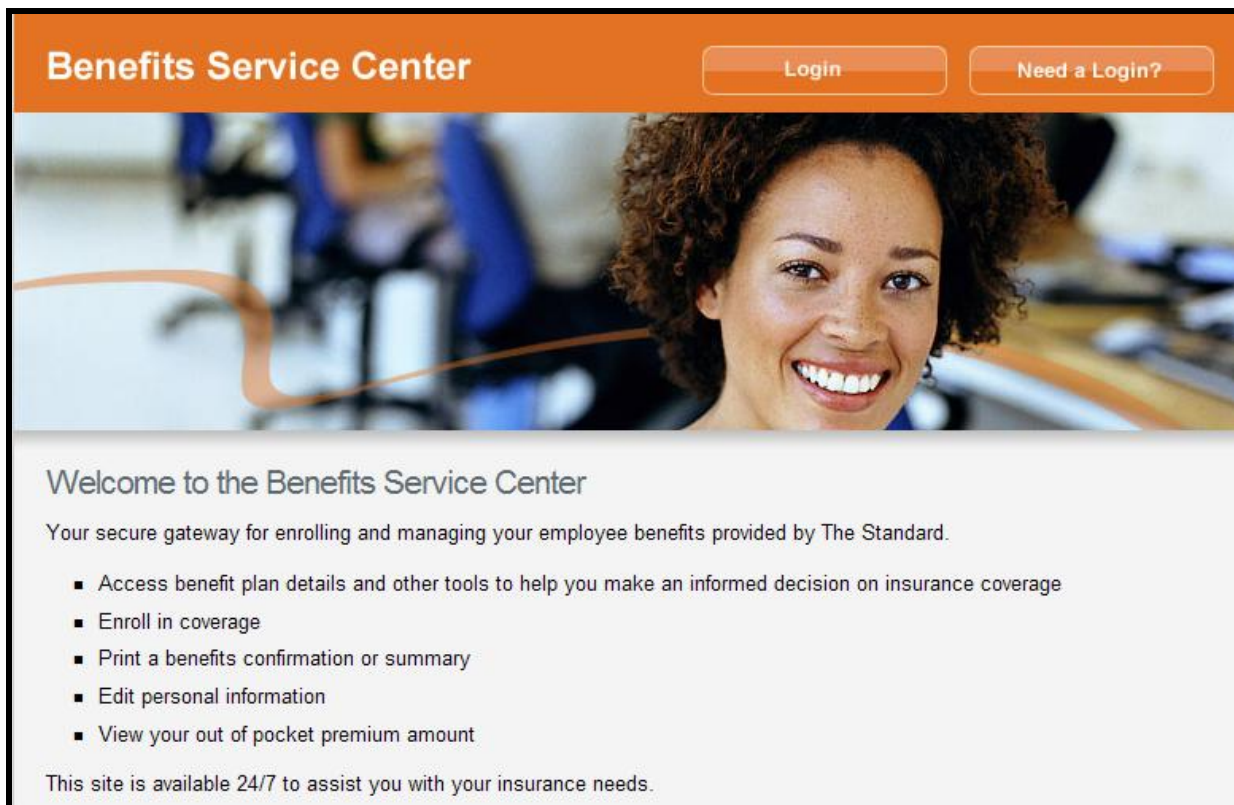
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7. Login with your new User Name and Password.



If you have previously established a login in the enrollment system, following are the instructions for logging in:

8. Go to **www.standard.com/enroll**
9. Click on **Login**



# Sign-on Instructions

10. Enter your user name and password. Click **Login**.

TheStandard

Welcome, please login below.

User Name:  (case sensitive)

Password:

Login

[Forgot your password?](#)

I am a First Time User

Click below to create a new User Name and Password.  
Registration is easy and will only take a few minutes.

Register

11. **Note:** If you forgot your login or password, click “Forgot your password”. At the Password Recovery screen, enter your Social Security Number, Company Key of **‘thestandard’** and your Date of Birth. Click **Continue**.

Password Recovery

Verify User Information

Forget your password? To verify that you already have an account in our system, please enter your Social Security Number or Member ID, Company Key (provided by your benefits administrator) and Date of Birth in the fields below. All fields below are required. If necessary, contact your benefits administrator to obtain your Company Key. After you have completed these fields, click on Continue to move to the next step.

Social Security Number:  (123-45-6789)

Company Key:  (case sensitive)

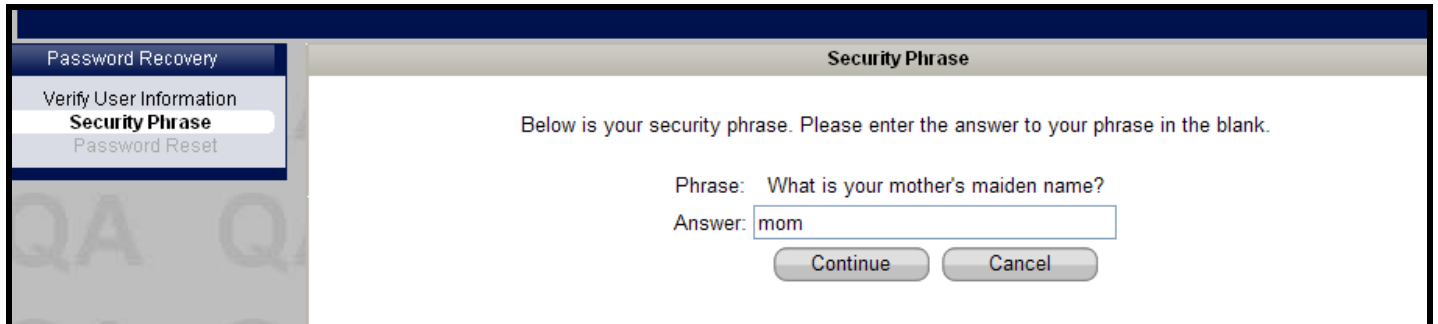
Date of Birth:  (MM/DD/YYYY)

Continue Cancel

## Sign-on Instructions

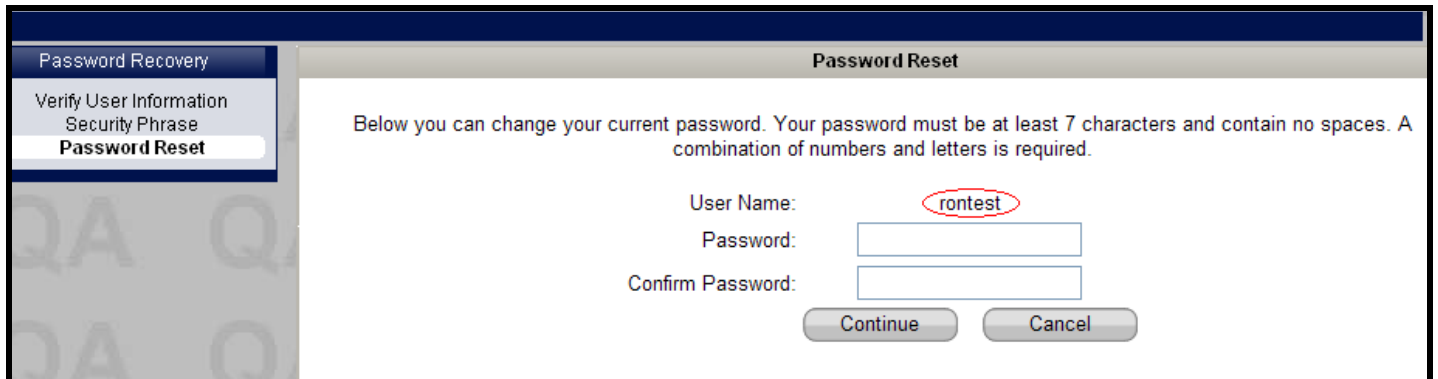
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12. The security question that you selected during your initial account set-up displays. Enter the answer to your selected security phrase and click "Continue".



The screenshot shows a web application window titled "Password Recovery" with a sidebar menu containing "Verify User Information", "Security Phrase", and "Password Reset". The main content area is titled "Security Phrase" and contains the following text: "Below is your security phrase. Please enter the answer to your phrase in the blank." Below this text, it says "Phrase: What is your mother's maiden name?" and "Answer: mom" with a text input field containing the word "mom". At the bottom, there are two buttons: "Continue" and "Cancel".

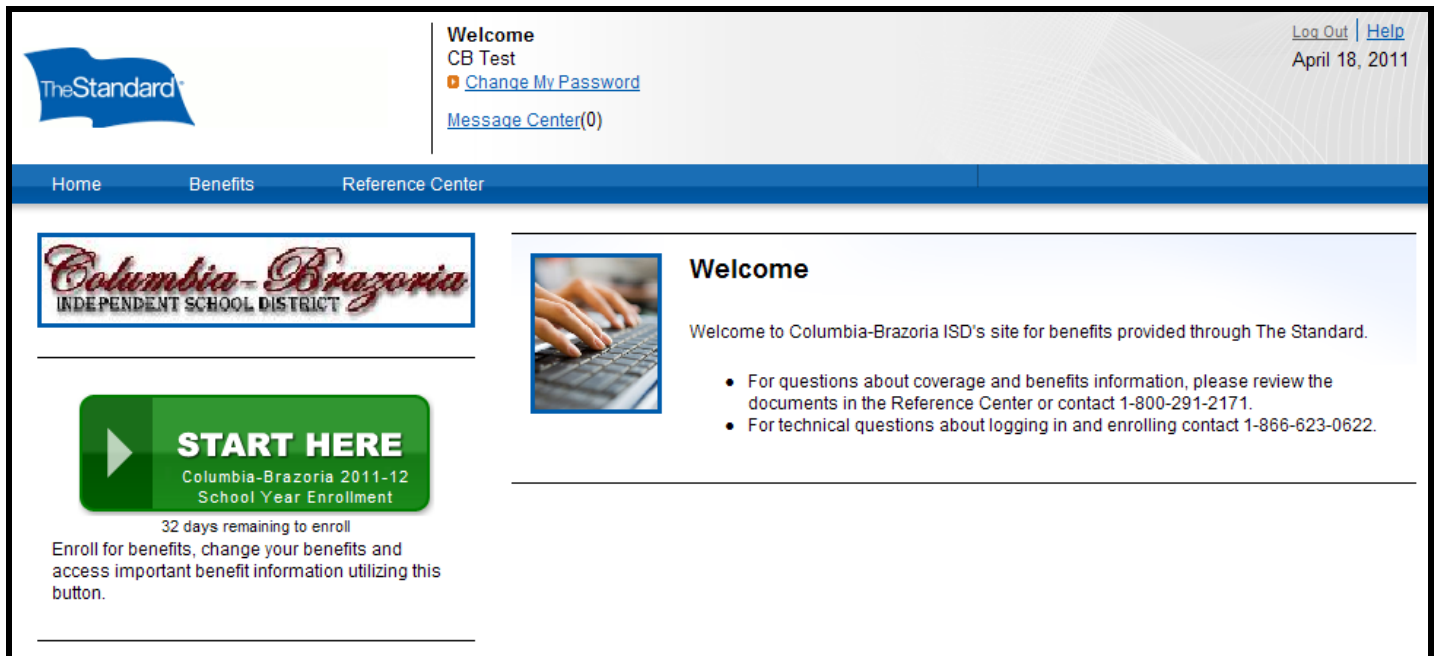
13. The Password Reset screen displays. Your User Name is displayed and you are given the opportunity to enter a new password. Click Continue when completed.



The screenshot shows a web application window titled "Password Recovery" with a sidebar menu containing "Verify User Information", "Security Phrase", and "Password Reset". The main content area is titled "Password Reset" and contains the following text: "Below you can change your current password. Your password must be at least 7 characters and contain no spaces. A combination of numbers and letters is required." Below this text, it says "User Name: rontest" with the name "rontest" circled in red. Below that are three text input fields for "Password:" and "Confirm Password:". At the bottom, there are two buttons: "Continue" and "Cancel".

# Sign-on Instructions

14. To begin your annual enrollment, click on the green “Start Here” button.



The screenshot shows a web portal interface. At the top left is the 'TheStandard' logo. To its right, a 'Welcome' message is displayed, including the user's name 'CB Test', a 'Change My Password' link, and a 'Message Center(0)' link. In the top right corner, there are links for 'Log Out' and 'Help', and the date 'April 18, 2011'. Below this is a blue navigation bar with 'Home', 'Benefits', and 'Reference Center' options. The main content area is divided into two columns. The left column features the 'Columbia-Brazoria INDEPENDENT SCHOOL DISTRICT' logo and a large green 'START HERE' button with a play icon. Below the button, it states '32 days remaining to enroll' and provides instructions to enroll for benefits and change them. The right column has a 'Welcome' heading, a small image of hands on a keyboard, and a paragraph welcoming users to the site for benefits provided through The Standard. Below this is a bulleted list of instructions: 'For questions about coverage and benefits information, please review the documents in the Reference Center or contact 1-800-291-2171.' and 'For technical questions about logging in and enrolling contact 1-866-623-0622.'