AST's Shareholder Central Online Portal allows shareholders to access their account holdings, history, account transactions and all related transfer and account maintenance forms.

**U.S. Shareholders**

2. On the Login page, select “Individuals”, and under “Shareholder Central” click on “Register-First Time Users Click here.”

3. You will be directed to “Shareholder Registration Step 1”. Enter the 10-digit **Account Number**. For example, 0000010012 or 9000012345 (you must enter all the zeros in the account number). Enter your complete **Social Security number or Tax Identification Number** with no spaces or dashes. It will automatically populate the Company Name. *(Note: The Company name will not populate if the combination of the account number and SSN number entered does not match our database).*
4. Under **I Want to Register**: you have 3 options
   - **Only this Account**—*this option will only register 1 account.*
   - **All Accounts & Holdings Linked to this SSN** *(system defaults to this option).* This option will link all accounts associated with this SSN / Tax ID number for example joint accounts, trust accounts, TOD accounts associated with the SSN. Any future accounts with the same primary SSN will be automatically linked to this web ID.
   - **Exclude Joint Accounts**: *this option will link all accounts associated with the same SSN, except joint accounts.*

5. Once you select the correct option, Click **Continue**.
6. On Shareholder Registration Step 2, please note, all fields marked in red * are required and should be filled in. Once completed click Submit.

- **First Name** - example JOHN (as displayed on the Registration)
- **Last Name** - example DOE (as displayed on the Registration).
- **Full Name** - It will display automatically
- **Primary Email Address** - example johndoe@gmail.com
- **Secondary Email** - OPTIONAL (not mandatory)
- **Primary Phone** - from the drop-down list select “Cell, Work or Home”.
- **Home Phone** - the box will display the American Flag (by default) type the number after +1-718-123-1234.
- **Work Phone** - the box will display the American Flag (by default), type the number after +1-718-123-1234.
- **Cell Phone** - the box will display the American Flag (by default), type the number after +1-718-123-1234.
- **THE PHONE NUMBER FIELDS ARE MANDATORY**
- **Unique ID** - create a user id (a combination of alphabets & numbers, between 8 to 15 characters, The ID cannot be your email address. The ID is not case sensitive. (DO NOT use any special characters or symbols example $, % @, ( ), ?, <, >, #,  \{ \}).
- **Password** - must be a combination of alphabets, numbers or special characters. It should be between 8 to 15 characters. It must consist of 1 Upper Case at least, Lower Case alphabets, Numbers OR Special Characters (#, $, %). It cannot be similar to your ID, it cannot be your
7. Upon completion of Shareholder Registration – Step 2, system will direct you to login with your Unique id & Password.

8. Enter your Unique ID, created at the time of registration, Click **Continue**

9. Enter your password, click **Submit**
10. The system will direct you to Security Profile, Click **Continue**


12. Security Questions will be displayed. From the drop-down list, pick your question; enter your answer in the image below, Click **Enter**. *(The answers are not case sensitive. You cannot use the same answer for all 3 questions. The answers have to be a minimum of 3 characters).*
13. You will be directed to "TERMS AND CONDITIONS OF USE" page.

14. A pop-up window for: **Update Multi-Factor Authentication (MFA) Email Address** will populate. Enter an Email Address & Confirm Email Address and check the box "I confirm the MFA Preferred Email Address provided is valid."
15. Once enrolled, a window “Update Multi-Factor Authentication (MFA) Email Address Successful” will be displayed, Click Continue and you will be directed to Account Landing page.

You are successfully enrolled for MFA.

MFA Preferred Email Address:

Your Registration is complete.

For additional information or assistance, please call 1.888.999.0032 or help@astfinancial.com