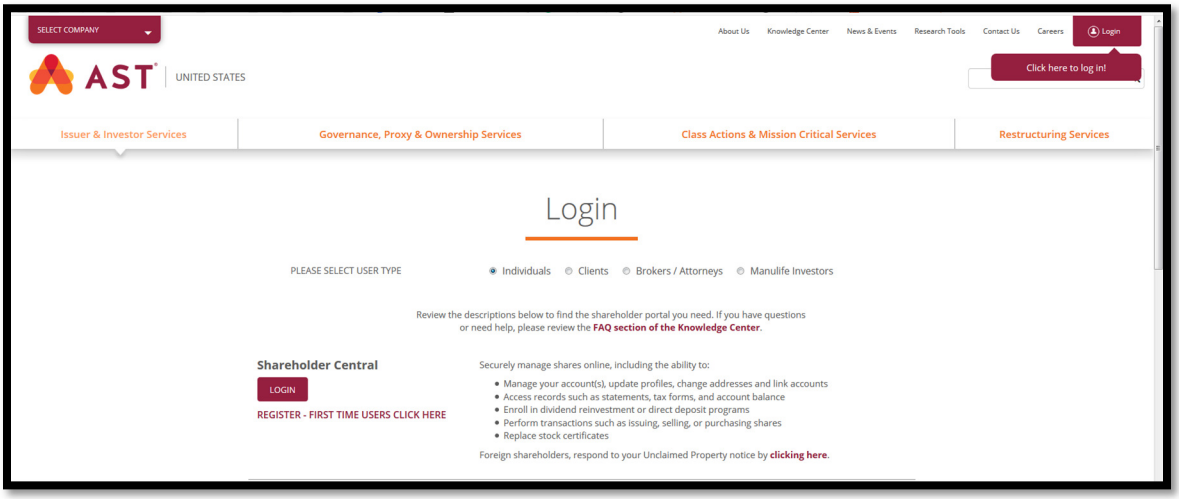
SHAREHOLDER CENTRAL ONLINE REGISTRATION GUIDE

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

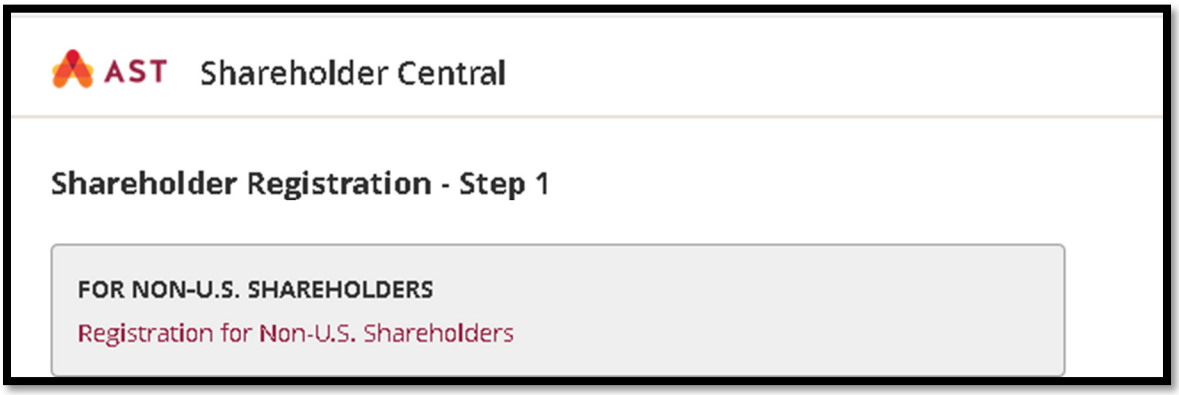
Non-U.S. Shareholders

For a Non-US Shareholder to complete a one-time registration, a PIN number is mandatory to complete the process

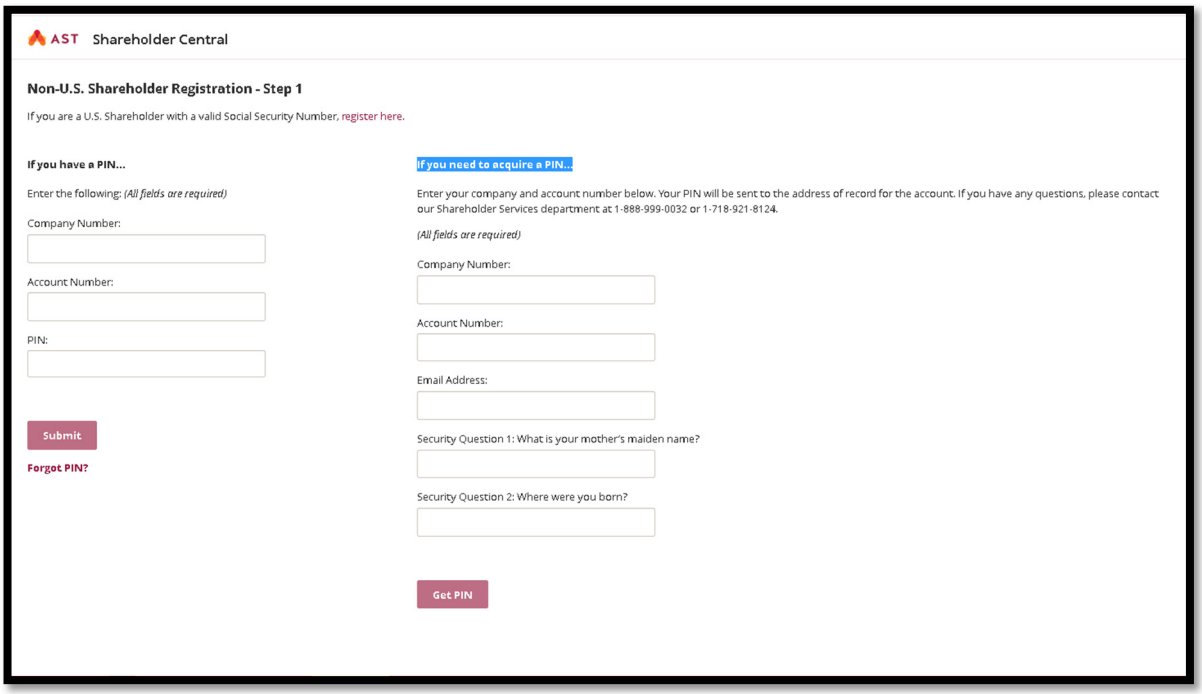
1. Go to www.astfinancial.com/login
2. On the Login page, select **"Individuals",** and under **"Shareholder Central"** click on **"Register-First Time Users Click here."**



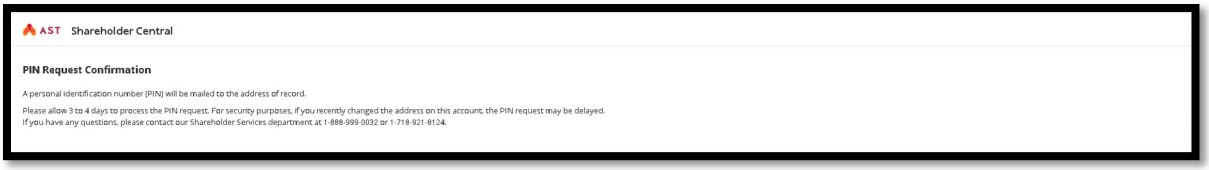
3. You will be directed to **"Shareholder Registration Step 1".** Click on **"Registration for Non-US Shareholders"**

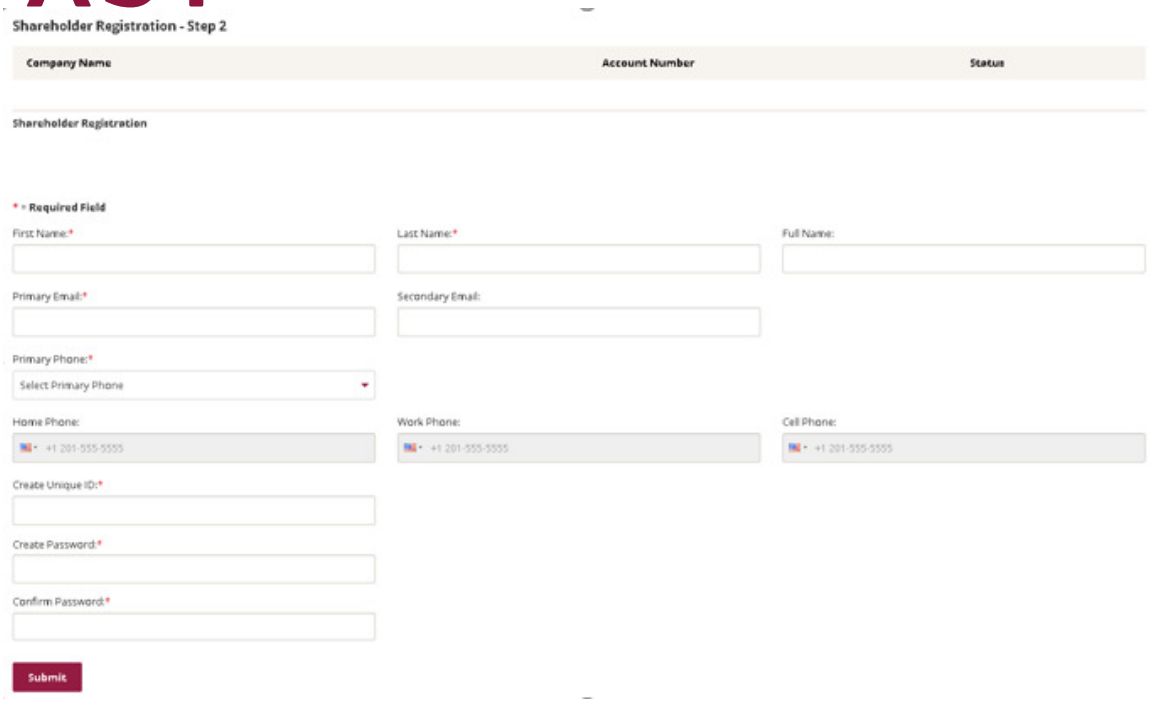


4. On **"Non-US SHAREHOLDER Registration Steps 1"**
    - If you have already received a PIN, under **"If you have a PIN",** enter Company Number, Account Number & PIN, Click **Submit.** You will be directed to Share Registration-Step 2
    - If you have never requested a PIN, under **"If you need to acquire a PIN"**, enter company number, account number, Email Address & 2 security questions



Click **Get PIN**. You will receive a **PIN** request Confirmation.



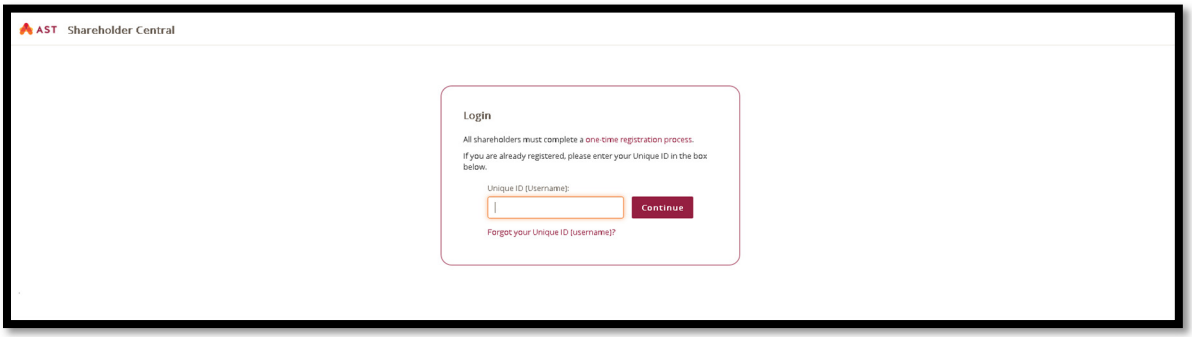


5. On Shareholder Registration Step 2, please note, all fields marked in red * are required and should be filled in. Once completed click Submit.
   - ***First Name**- **example** JOHN (as displayed on the Registration)
   - ***Last Name**-example DOE (as displayed on the Registration).
   - **Full Name**-It will display automatically
   - ***Primary Email Address**- example jdoe@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 Name / Names and it cannot be your email **Passwords are CASE SENSITIVE.**
   - Click **Submit**

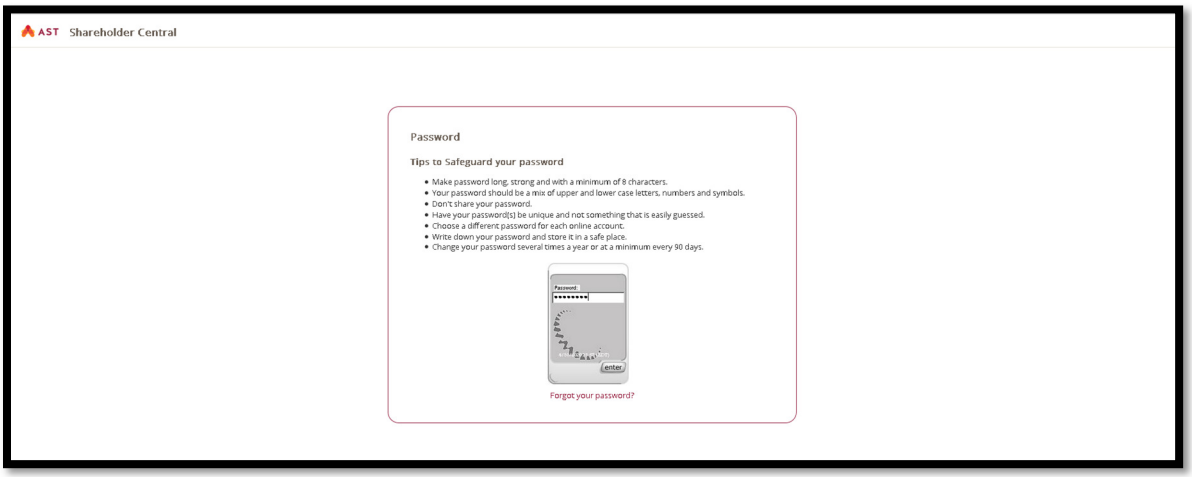
6. Upon completion of "Shareholder Registration – Step 2, system will direct you login with your Unique id & Password.



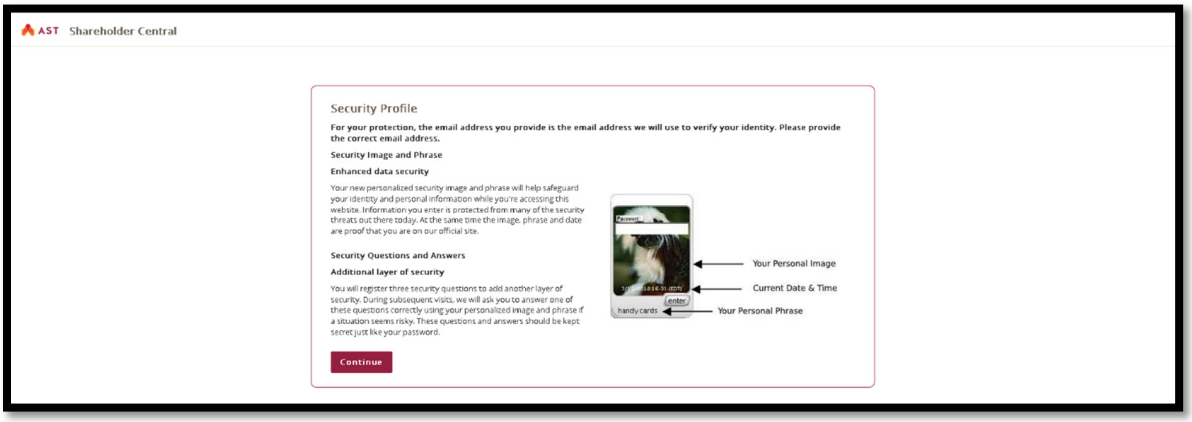
7. Enter your Unique ID, created at the time of registration, click **Continue**



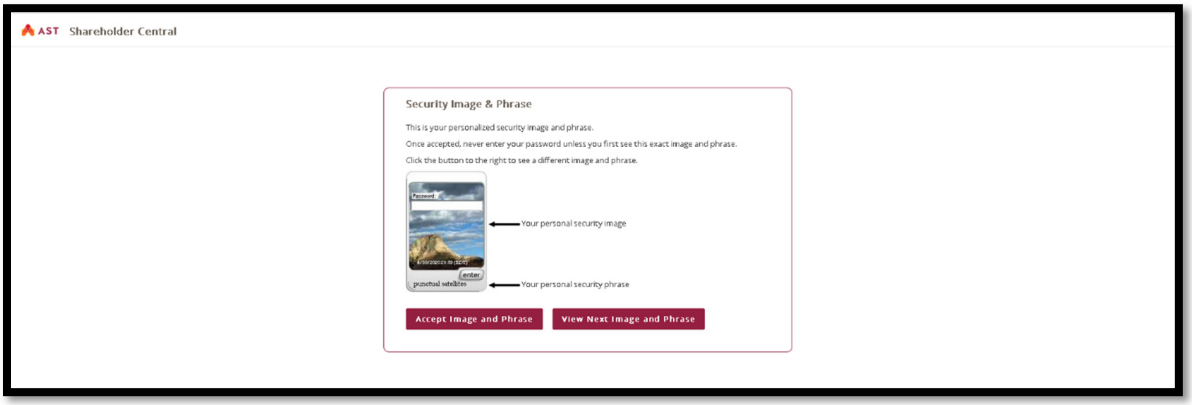
8. Enter your password, click **Submit**



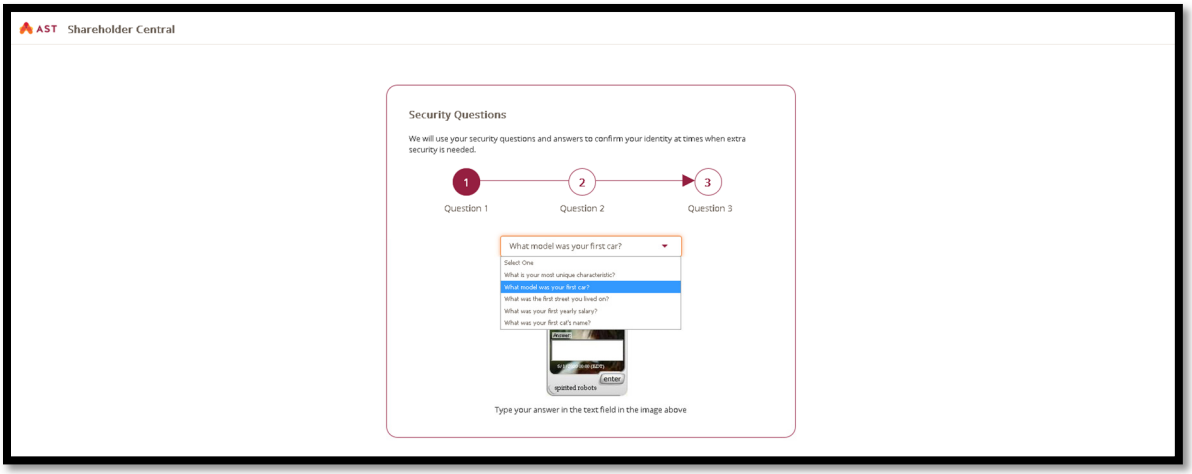
9. The system will direct you to Security Profile, Click **Continue**



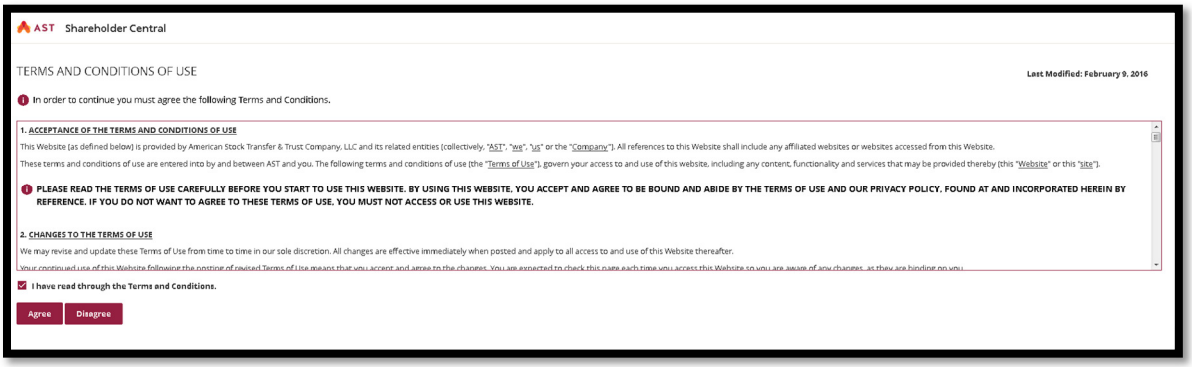
10. Next screen is Security Image & Phrase. Click Accept Image and Phrase if you prefer the Image displayed on the screen. Or click on View Next Image and Phrase to select an image of your choice.



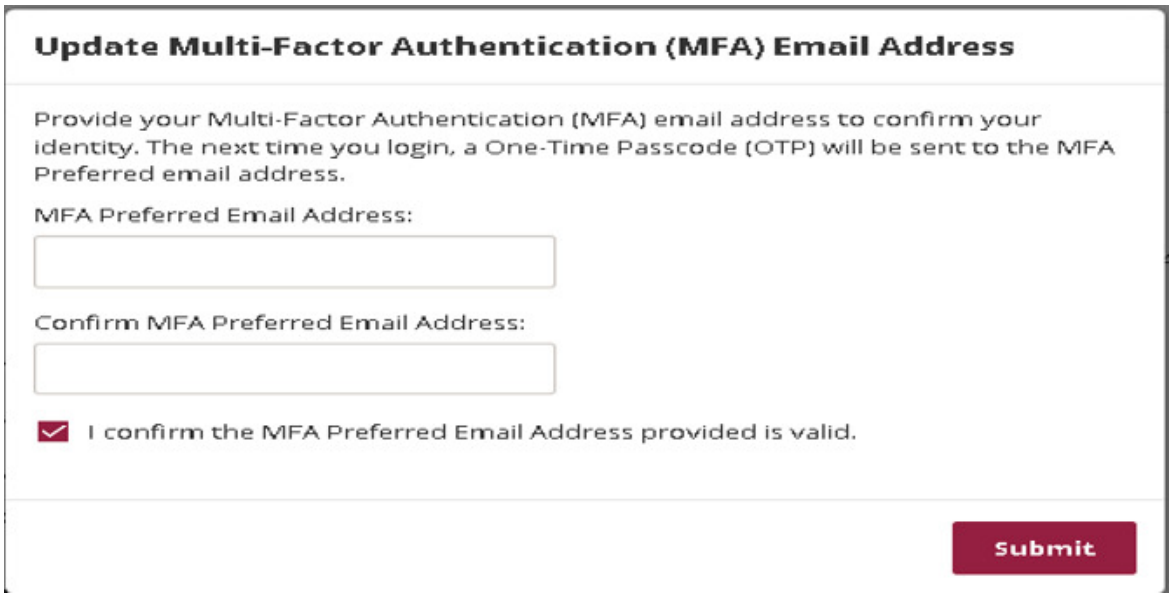
11. Security Questions will be displayed. From the drop-down list, pick your question; enter your answer in the image below, Click **Enter**. (*The answers are not case sensitive**.** You cannot use the same answer for all 3 questions. The answers have to be a minimum of 3 characters)*.



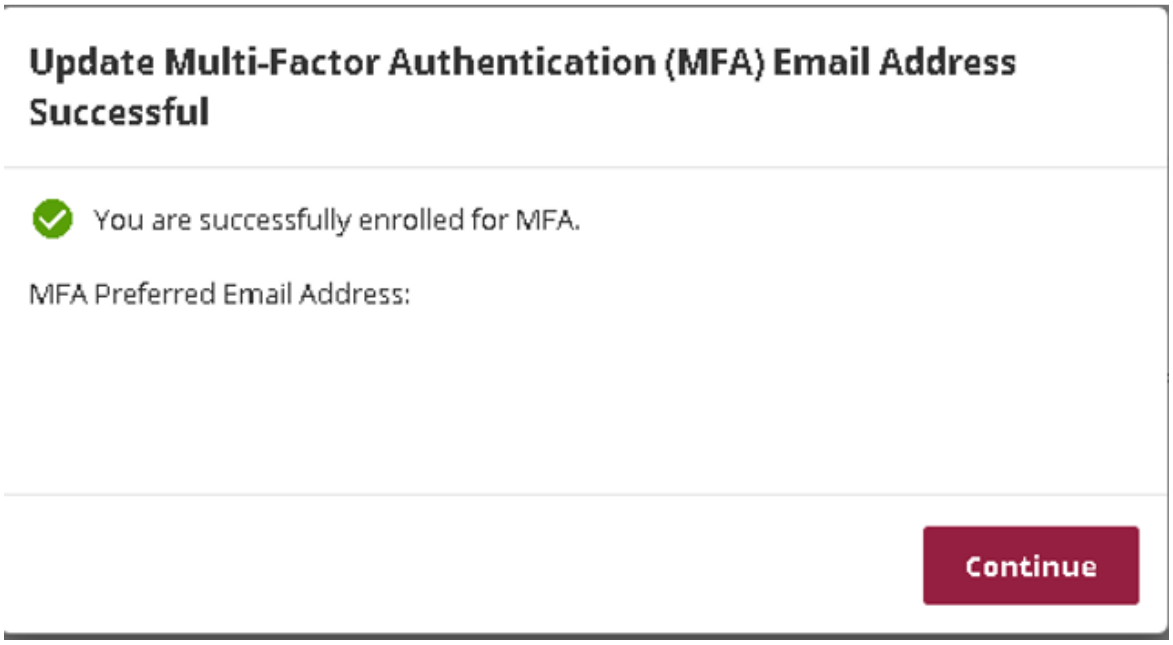
12. You will be directed to **"TERMS AND CONDITIONS OF USE** "page.



13. 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."*



14. 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.



Your Registration is complete.

For additional information or assistance, please call 1.888.999.0032 or 1.718.921.8124. You can also email help@astfinancial.com