

## Remote Access Portal – How to logon

**NOTE:** Depending on your system configuration, your experience (i.e. prompts and screen views, etc) may vary from the document below. Please contact your local help desk should you have any issues.

1. Launch Internet Explorer (note: Internet Explorer is the only supported browser)
2. Enter in the following URL: <http://portal.canaccord.com>



3. Click on the link that appropriate to your region

Canada West	<a href="#">Staff</a>
Canada East	<a href="#">Staff</a>
US	<a href="#">Staff</a>
London, UK	<a href="#">Staff</a>

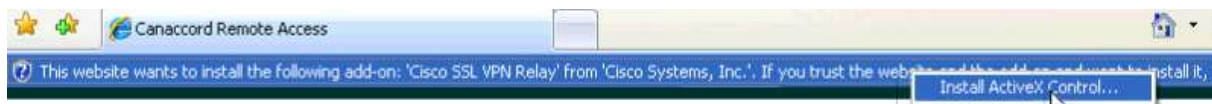
4. Enter your username, password and your secure passcode

A screenshot of a login form titled "Login". The form contains the following text: "Please enter your username and password. Be careful to not mistype your domain password, otherwise you will be prompted for it repeatedly after logging into the portal." Below this text are three input fields: "USERNAME:", "DOMAIN PASSWORD:", and "SECUREID PASSCODE:". At the bottom of the form is a "Login" button with a mouse cursor pointing at it.

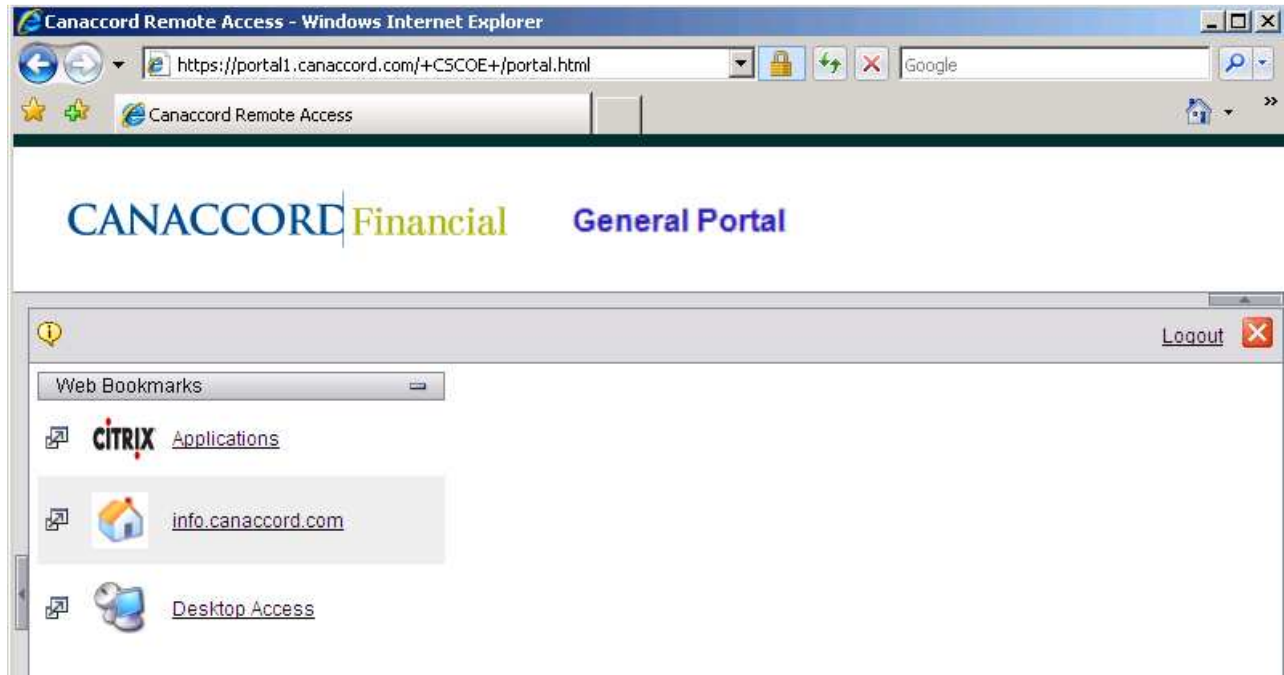
Note: your security passcode is comprised of your secret pin followed by the 6-digit number on your

RSA token 

5. You may be prompted to install a browser add-on, click on the alert and select "Install ActiveX Control..."



6. After you have successfully logged into the General Portal, your screen will look similar to the following:



7. To logout click on the "Logout" link on the right-hand side of your portal and close all browser windows.

