

## Steps for setting up your eService password

| Follow the link in the email for your<br>password reset. You will begin the<br>process of updating your eService<br>password by providing us your<br>eService User name - unless<br>otherwise requested at time of<br>setup, your User name is your email<br>address.<br>Be sure to check off "I'm not a<br>robot" before pressing Submit. | Password Reset Request         Please enter your User name below and we will send instructions for resetting your password to the email address on file.         User name:         (etail address or login name)         If you forgot your User name, please click here         Im not a robot         Preserver         Submit  |  |
|--|--|--|
| After successful submit, an email<br>will be sent to the email address we<br>have on file (in most cases this is<br>your User name) with a link to<br>change your password. This email<br>should be received within 5 minutes<br>and it is important to complete<br>your reset within 30 minutes as this<br>link does expire.              | Subject: Your password reset request         A password reset was requested on Apr 29, 2019 12:32:28 PM for your eService account. Follow the link below to change your password.         If you did not initiate this request, please contact your client portfolio administrator. If this request did come from you, please follow the link below to reset your password. This link expires within 30 minutes of the request so please attend to your password reset as soon as possible.         https://login.loomissavles.com/ust/if.nsf/content?         readform&crype=resetpassword&id=455d624e09dc45f8a59f50de2f3046b2&disp=101         Thank you |  |
| From this email, follow the link to<br>the password reset page.<br>Passwords must be at least 6<br>characters and include at least one<br>letter and one number.<br>Please be sure to check off "I'm not<br>a robot" before pressing Submit.   | Password Reset For Donna Flaherty Freeman/DFREEMAN New password: Password and the distance contain of least one least and one under, and not include limit of directore. Resetter new password: In not a robot ESUBRIK   |  |
| Once successfully submitted you<br>will receive an email to login with<br>your new password. The email will<br>include a link to eService login.   | From: LS Account Services <a href="https://gloomissayles.com">https://gloomissayles.com</a> > Date: April 29, 2019 at 2.06.04 PM EDT To: <a href="https://gloomissayles.com">https://gloomissayles.com</a> > Subject: Your password has been successfully updated You have successfully updated your password. Please close any open Loomis Sayles browser windows. You can <a href="https://gloomissayles.com">clock here</a> to login now. If you did not initiate this request, please contact your client portfolio administrator.   |  |



Frequently Asked Questions

| Why am I receiving this error message in red?   | You must check off the "I'm not a<br>robot" before you submit your<br>change to eService or you will receive<br>this error. Just check the box and<br>press Submit again.   |
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| Why am I receiving this error message in red?         Uatuat         Forget Password         Bese other year Uter rame below and we will seed instructions for resetting year password to the enail address on file.         I mater instructions         I'm of a allow instructions         There ever over uter rame represention below in the manapy year enterend deserve below gas an account. Please check your thermane and try againstructions for resetting year password to the entered address on file.         I'm met instructions         I'm enter instructions | If you enter an incorrect User name,<br>during your password reset, eService<br>will not let you continue. Unless<br>otherwise requested at time of setup,<br>your User name is your email address.                 |
| What if I do not know my User name?         Desword Reset Request         Please enter your User name below and we will send instructions for resetting your password to the email address on file.         User name:         In not a robot         Summ  | Use the link which says "If you forgot<br>your user name, please click here".<br>You will be asked for an email<br>address to send this information and<br>then you wll follow the steps to reset<br>your password. |
| Why am I getting this message when I click on the link in my reset email?   | When a reset is requested an email is<br>sent, it is only good for 30 minutes -<br>if that time has elapsed, you will get<br>this message and need to request<br>reset again.                                       |