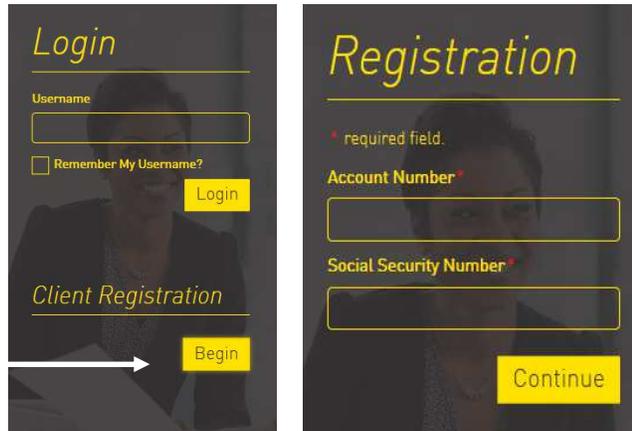


**To access the FTJ FundChoice site:**

1. Type the FTJ FundChoice website address in the address bar of your internet browser:  
[www.ftjFundChoice.com](http://www.ftjFundChoice.com)
2. Click **Login**, located on the top right of the screen. You will be routed to the FTJFC Login page.

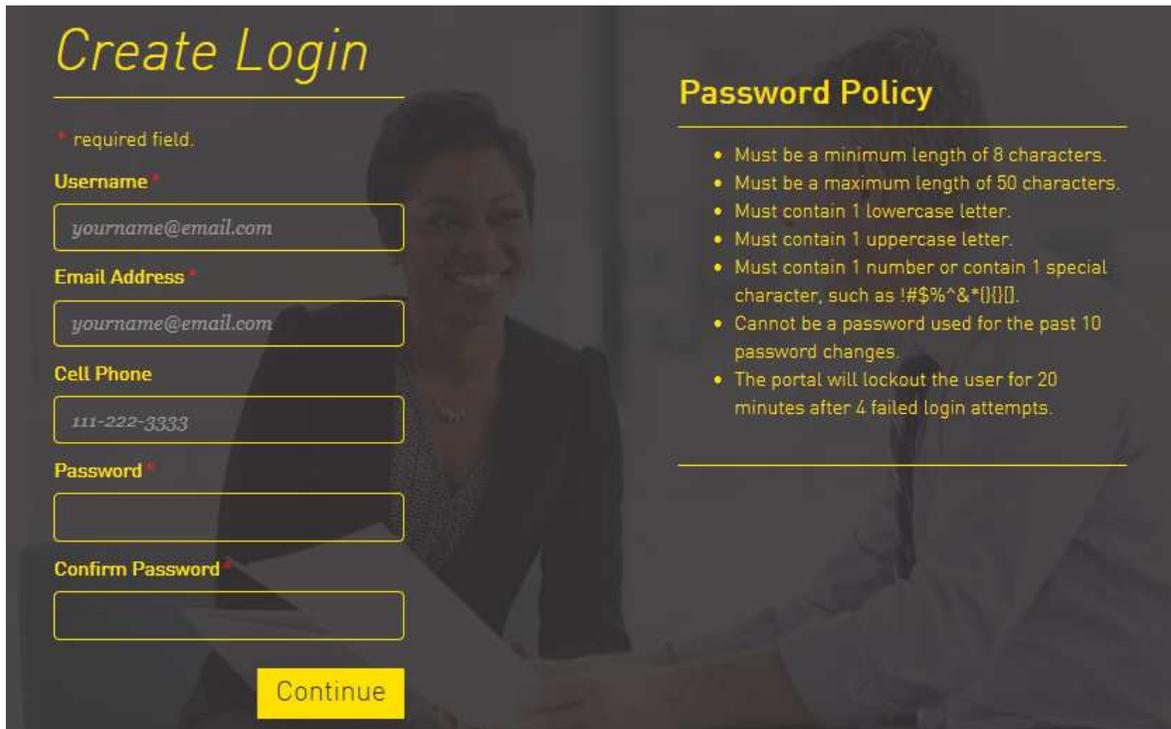
If you have already logged in before, type in your username and password as prompted.  
**Skip to page 2.**

If this is your first time logging in, choose **Begin** under “Client Registration”. You will then be prompted to enter your Account Number and Social Security Number.



3. Once the system confirms your account you will need to create login credentials\*. The Username does not have to be your email, however, we recommend using your email. The phone number is optional, it is simply another method to verify your account. Click Continue

*\* please note the password policy requirements.*



## Client Site Access - Log In Instructions (Cont.)

- Next, you will be directed to the Security page. The username and email will automatically populate. Enter a security phrase you will remember and choose a security image. Cell Phone is optional, but would only be used to as additional method to verify your identity upon login. Click Confirm. **\*\*Be sure to select Trusted Device. Otherwise you will have to verify your account each time you log in.\*\***

### Security

\* required field.

Username

Email Address\*

Security Phrase\*

Cell Phone

Is this a trusted device? ⓘ

**CONFIRM**

Security Image\* ⓘ

A grid of six images for selection: a yellow fish, a calculator, lemons and lemons, a red toolbox, and a calendar showing April 15.

- Choose the to verify your account via email or by mobile phone (if you provided). Select a method and click send.

### Register Verification

Thank you for registering! We're almost done.

Please select a method to validate your account.

Method:

Phone Number ((859\*\*\*\*\*3902)

**SEND**

- Enter the confirmation code upon receipt and click Submit.
- You should now have a login and will be redirected to your Portfolio Dashboard.

### Confirmation

We have sent you a confirmation code. Please enter the confirmation

**Confirmation Code\***

Confirmation Code

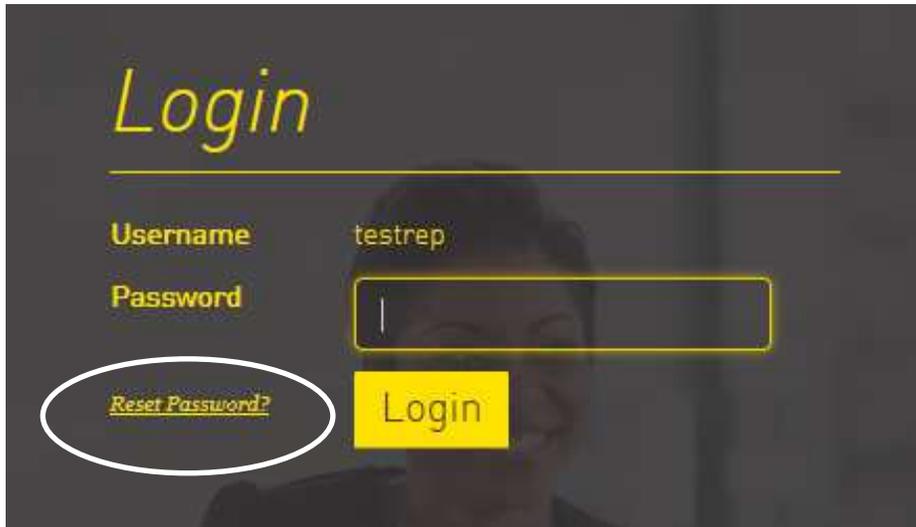
**SUBMIT**

[Return to Login](#)

## To Reset Your Password:

**\*Note: There is no way to reset a username. Please contact the FTJ FundChoice Service Team for assistance.**

1. At the login page, type in your username and click Login.
2. When asked for a password, click the “Reset Password” just left of the Login Button.



3. Type in your Username.

## Reset Password

Username\*  x

CONTINUE

### Instructions

1. Enter your username.

4. It will then prompt you to select a method of verification that you previously provided us with. Choose either Email or Phone (if applicable)

## Verification

Please select a method to validate your account.

**Method:**

Phone Number ((859\*\*\*\*\*3902)

SEND

Your security is very important to us. Please select the most applicable email address from the list of those we have on file for best contacting you in order to validate your authorization to make this change. If you feel none of the addresses is currently valid for you, please call us at 1-800-379-2513 and select option 4 to speak to a customer service representative to continue the password reset process.

## To Reset Your Password (cont):

6. Enter the Confirmation Code upon receipt.

# Confirmation

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Please enter the confirmation code below to continue, the code will expire in 10 minutes.

Confirmation Code \*

SUBMIT

[Return to Login](#)

7. Enter in a new password, following the password policy requirements. Click Reset.

# Reset Password

---

Email Address

New Password \*

Confirm Password \*

RESET

## Password Policy

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- Must be a minimum length of 8 characters.
  - Must be a maximum length of 50 characters.
  - Must contain 1 lowercase letter.
  - Must contain 1 uppercase letter.
  - Must contain 1 number or contain 1 special character, such as !#\$%^&\*(){}[]
  - Cannot be a password used for the past 10 password changes.
  - The portal will lockout the user for 20 minutes after 4 failed login attempts.
- 

8. Complete! Your password should now be reset. Click to go back to the login.

# Password Reset Complete

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Your password has been reset successfully.

[Click here to login](#)