

# View My Accounts Access Instructions

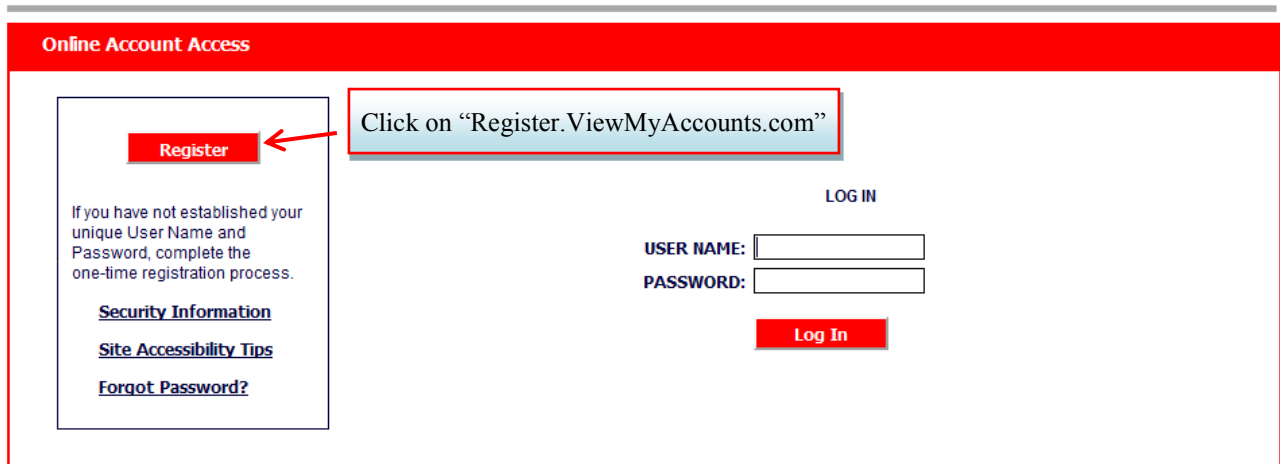
**View My Accounts (VMA)** provides secure, on-line access to your consolidated account balances, transaction history, and financial reports at any time, from any computer. This service is provided at no cost to you – a unique *value added* benefit.

To take advantage of this service, you must establish your Personalized Logon Information. Simply follow the instructions below to establish your online access.

## Step One: Log onto [www.RPA2000.com](http://www.RPA2000.com)



## Step Two: Click on "[Register.ViewMyAccounts.com](http://Register.ViewMyAccounts.com)".



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## Step Three: Enter your personal access information (see letter)



### Register for ViewMyAccounts

Registering for ViewMyAccounts is a two-step process. First you must login with the information provided to you by your Advisor's office; then, you will create your personalized login information.

Use the guide below to fill in the registration information.

Client Registration		(This information is provided to you by your Advisor.)
User Name		CAMS Client Number
Access Code		CAMS Serial Number
PIN		CAMS Generated Web PIN
Advisor Registration		
User Name		CAMS Login Name
Access Code		CAMS Serial Number
PIN		CAMS Login Password

USER NAME:   
ACCESS CODE:   
PIN:

Enter YOUR information (from letter)

Continue

## Step Four: Enter your personal login "User Name" & "Password"



### Register for ViewMyAccounts

Define your ViewMyAccounts login information.

#### Account Setup Tips:

- The Login Name must be unique from any other user associated with the office and can not contain any special characters such as \*, &, \$, #, @, etc. In order to use a generic Login Name such as Bill, it may be necessary to add letters or number to create a unique ID.
- The Password must be at least six (6) characters in length and can only be a combination of upper or lower case letters and numbers. It cannot contain characters such as \*, &, \$, #, @, etc.
- Case sensitivity is ignored for the Login Name but if the Password is established using upper and lower case letter, that syntax is required when logging in.
- The Security Question / Answer is used to reset a password, not retrieve a password.

LOGIN NAME:

PASSWORD:

CONFIRM PASSWORD:

E-MAIL ADDRESS:

CONFIRM E-MAIL ADDRESS:

SECURITY QUESTION:

SECURITY ANSWER:

Click Finish to continue.

Finish

## View My Accounts Access Instructions

**Step Five: Confirm your login account creation & enter View My Accounts.**

**Step Six: Enter your new “User Name” & “Password” to log in.**

**ViewMyAccounts**

Online Account Access

[Register](#)

If you have not established your unique User Name and Password, complete the one-time registration process.

[Security Information](#)

[Site Accessibility Tips](#)

[Forgot Password?](#)

LOG IN

USER NAME:

PASSWORD:

Click “Log In” → [Log In](#)

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Once logged into View My Accounts you will have access to the following:

- “My Accounts” List of accounts by Account Number
- “Reports” Reports by Quarter
- “Documents” Miscellaneous documents

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