Apex Connect User Access Guide

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1 Access to the Investor Portal

- **Default browsers** are Google Chrome or Microsoft Edge.
- Web portal: <u>https://connect2.apexgroup.com/Login</u>
- All users will need to log on and follow instructions upon receipt of their online access eMails which will come from Apex Connect [NoReply...@apexfs.group].
- All users must download the Google Authenticator application.
- All connections require your unique user ID, password and 2FA.
- Should the investor not have logged in within 72 hours of receiving login emails, they should email <u>apexconnect@apexfs.group</u> to request a password reset.







2 Change your password?

- This option is only applicable after a permanent password has been registered for the account.
- Input current password.
- Create new password.
- Confirm new password.
- Click on Update.

Cur	rent Password
Nes	Passwords are required to be a minimum of 8 characters in length and contain at least 1 non-alphanumeric character. v Password
Car	ifirm New Password



3 Two Factor Authentication

- Each user will need to set up the 2FA and follow the on-screen instructions.
- Only one registered user per registered shareholder is currently permitted.

MULTIFACTOR A	UTHENTICATION VIA GOOGLI	E AUTHENTICATOR 🐵
Please install the	Google Authenticator App on your mobile de	vice and follow these steps
Scan this QR code from the App		On some phones you may need to hold the phone further away from the screen before the QR code will be recognised
OR Enter this unique key into the Apr	CYAELABOAAAAANYAHAADSABYAA7	4044
Citter this unique key into the App	O THENDYAMAAA TATAADADADAAA	30000
Once registere	ed enter the 6-digit passcode generated by the	e app then click Activate
	Activate Cancel	



4 Access Management

- Forgot your password is available on the Login screen.
- Change Password is available if you want to change your password only after registering.



5 Support Service Contact Details

 Support is available Monday to Friday 09:00 – 17:00 (UK time) via eMail to apexconnect@apexfs.group.

