



## Passport Login Instructions

In order to use Northern Trust's online reporting and cash movement applications, you'll need to successfully log in to **Passport**. Through Passport, you'll be able to retrieve the account statements for your fund and other reports that will be delivered to you. You'll also be able to access Global Cash Movement which is where you'll initiate your fund requests from IFPIF.

We'll set you up with a user ID so you can access Passport. Once that request is complete, you'll receive an email from Northern Trust that looks like this:



### Welcome to Institutional Investor Passport™

You have been granted access to Northern Trust Institutional Investor Passport by your Northern Trust client servicing team.

Institutional Investor Passport provides 24/7 access to your account information and supports custody, fund accounting, investment management, and transactional systems including the Benefit Payment Portal.

Please use the **Security Enrollment** link below to create your password and complete the enrollment process.

Assigned UserID: DEMO17UV

#### Security Enrollment

**PLEASE NOTE:** Your security enrollment needs to be completed within 30 days of this message. After 30 days your log-in access will be locked and you will need to contact the **Northern Trust Help Center** for assistance.

Once you have completed the enrollment process, you can access Institutional Investor Passport directly at <https://www.northerntrust.com> via the client login link.

#### ADDITIONAL INFORMATION:

- If your access requires the use of a token when you log in, you will be prompted to download and register your Symantec VIP token after generating your password and completing the initial login.
- If your access requires the use of a token for any application within this portal, click the Manage My VIP Access Token link in the portal header for download and registration instructions.
- If you use Federated Single Sign-On capabilities from your network to this portal, please follow the information provided by your security team to access Institutional Investor Passport via your intranet site.

\*\*\*Please do not reply to this message.

**CONFIDENTIALITY NOTICE:** This communication is confidential, may be privileged and is meant only for the intended recipient. If you are not the intended recipient, please notify the sender ASAP and delete this message from your system.

If you haven't received this email from Northern Trust, please check your Spam mail folder. If you find that the email is not in your spam folder, please contact IFPIF to check on the status of your user ID.

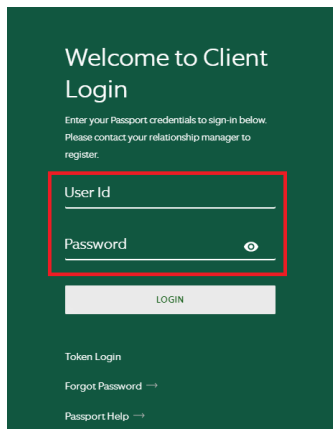
This email will contain your user ID. Once you click on Security Enrollment, you'll have your temporary password. Note that the temporary password is active for 24 hours after you've received the email.



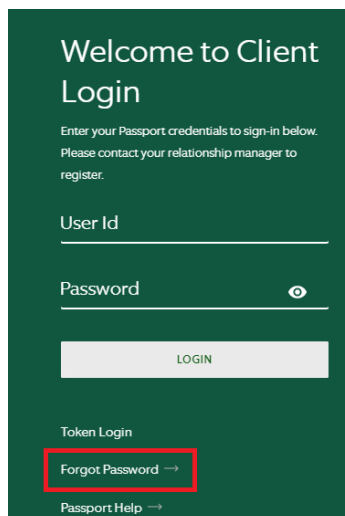
With your user ID and temporary password handy, go to [www.northerntrust.com](http://www.northerntrust.com).



Type in your user ID first, then type the temporary password. You'll be prompted to answer security questions and set a new password.



Please note: If your temporary password does not work or if you're trying to log in more than 24 hours after you received the Northern Trust email, click "Forgot Password" on the [northerntrust.com](http://northerntrust.com) page.



You'll be prompted to answer security questions and set a new password.

If you are unsuccessful in answering the security questions and setting a new password, please contact our Help Desk at 800.727.7435. Be sure to have your login ID available when you call.

Please note:

1. You should log in the first time within 30 days of receiving your user ID.
2. Once you set your password, it will not change.
3. It's a good practice to login every 30 days.
4. You must log in every 90 days or your log in will expire and you'll be locked out. It will take time to reestablish your ID once you're locked out.
5. Keep your user ID and password handy since you'll need this information each time you access Passport.
6. The Passport Help Desk is available for technical issues like logging in and passwords. If you have questions about the content of the reports you receive, please contact IFPIF.