

Creating your account in My Client Space

Quick and simple!

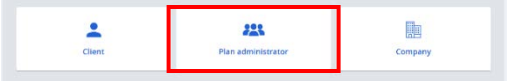
To create your account in My Client Space, you need an activation key. Follow these steps to get it.

1 Go to the account creation page.

1. On any computer, tablet or smartphone, go to ia.ca/myaccount.
2. Click on **Create account**.
3. Choose the **Plan administrator** tile.

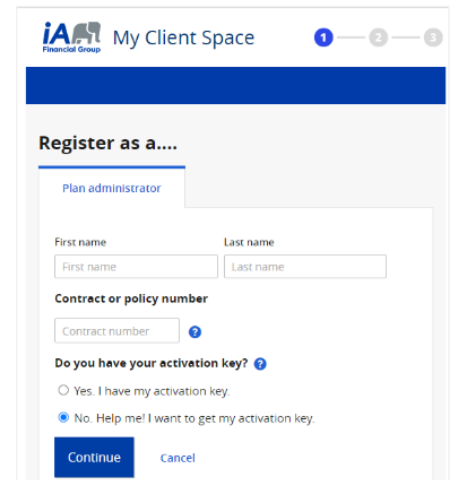
CREATE A NEW ACCOUNT

You want to register as a:



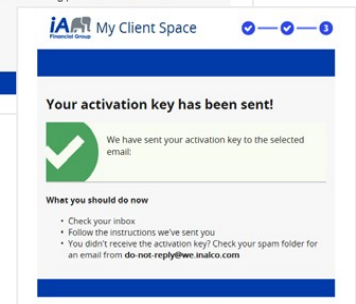
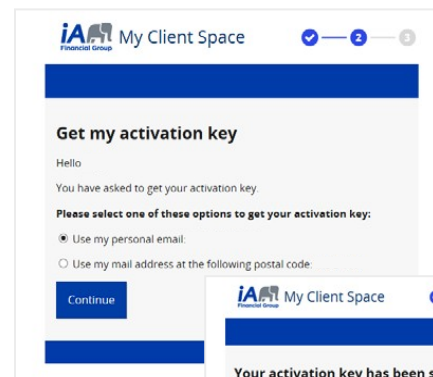
2 Fill out the information requested for the registration.

1. Enter your **first name** and your **last name**.
2. Enter your **contract number**.
3. Under *Do you have your activation key?*, check **No, help me! I want to get my activation key**.
4. Click on **Continue**.



3 Get your activation key.

1. Select if you want to receive your activation key by **email** or at your **mailing address on file**, and click on *Continue*.
Note: If we don't have your email address, we will send your activation key at your mail address using the postal code you entered previously.
2. You will get a message confirming that your activation key has been sent, either by email or by mail, depending on what you selected.
3. If you would like to change or add your email address, you can call Customer Service at the number on next page.



4 Once you have received your activation key:


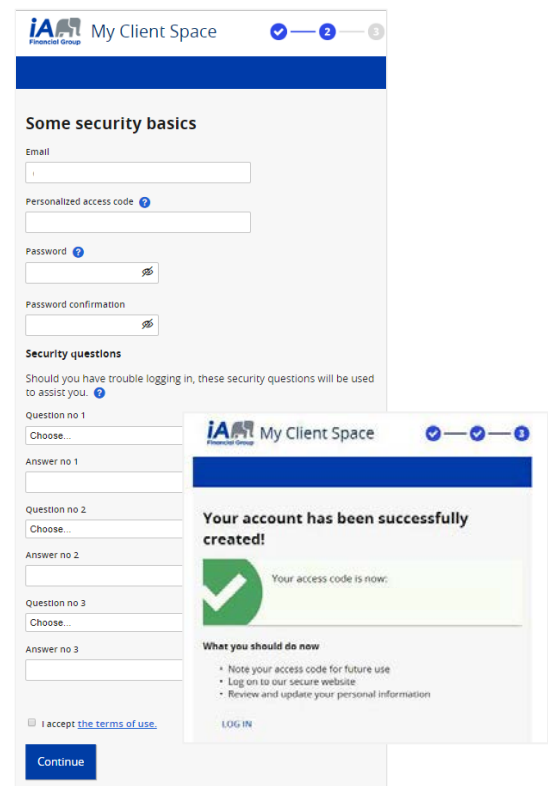
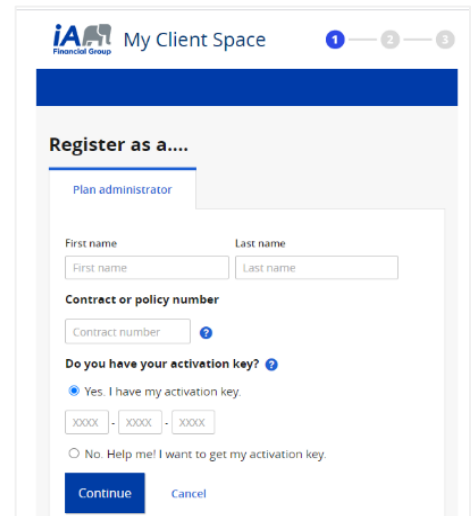
1. Go back to ia.ca/myaccount and click on **Create account**.
2. Choose the **Plan administrator** tile.
3. Enter your **first name**, your **last name** and your **contract number**.
4. This time, under *Do you have your activation key?*, check **Yes, I have my activation key**, enter it and click on *Continue*.

5 Create your access.

1. Create your **access code** and your **password** to activate your account. You must use an email address as your access code. **Note:** Your password must be between 8 and 63 characters long and include at least 3 of the following 4 types of characters: lowercase letter, uppercase letter, number and special characters (e.g., \$, %, &, !). It also must be different from the access code and must not contain more than 3 identical characters in a row, a sequential set (e.g., abcd, 1234) or easily identifiable profile information (e.g., name, date of birth, address).
2. Answer a few **security questions**. **Note:** Your answers to the security questions must have a minimum of 4 and a maximum of 25 characters, containing numbers and/or letters (lowercase or uppercase, without accents or symbols).

Don't forget to read and accept the terms of use and click on **Continue**.

You have now created your account!



You can also get your activation key by contacting Customer Service. You can be served in over 200 languages.

1-877-422-6487

Monday to Friday

8:00 a.m. to 8:00 p.m. (ET)

INVESTED IN YOU.

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