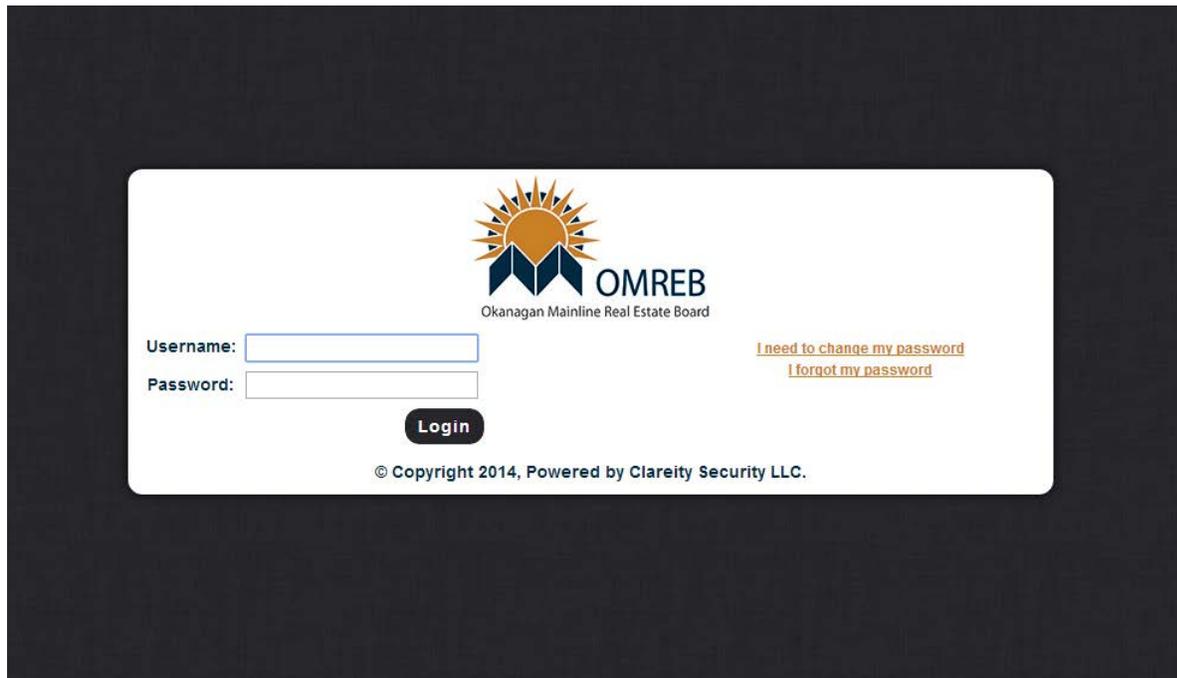


SSO PORTAL: One-Time SAFEAccess® Enrollment Process

NEW LOGIN PAGE: On **Tuesday, September 30th**, you will see the new login page shown below when attempting to log into MATRIX® at the new URL:

<https://members.interiorbc.ca>

BOOKMARK NEW URL: Please bookmark or save this link to your “**Favourites**” for login access on and after September 30th as it will replace the current URL.



What you can prepare for now:

- **NEW Password:** The **SAFEAccess®** enrollment process will confirm your **NEW password** conforms to the password complexity configuration.
- **ANSWERS to Password Recovery Questions:** The process also ensures that you have answered the **recovery or secret questions** which are extremely important in the event you forget your password.

THE THREE-STEP SAFEAccess® ENROLLMENT PROCESS

STEP 1: The first time you logon to the system via the new sign-on page, you will receive a notice advising you to complete the enrollment process.



NOTE: If the “traffic” at your time of enrollment is congested, you may end up going straight through to MATRIX® upon initial login as the Clarity system processes a set number of enrollments at a time.

Don't be alarmed or worried! This means, you will be invited to go through the enrollment process the next time you login.

STEP 2: You will be asked to supply answers for **three recovery or “secret” questions** set to verify IDs.

- What is your Mother's MIDDLE name?
- What is your favourite COLOUR?
- What is your birth CITY?

NOTE: If you don't know how to answer a specific question, just pick a word or name that means something to you and remember it. It doesn't matter what your answer is as long as it makes sense to you and applies to you personally.

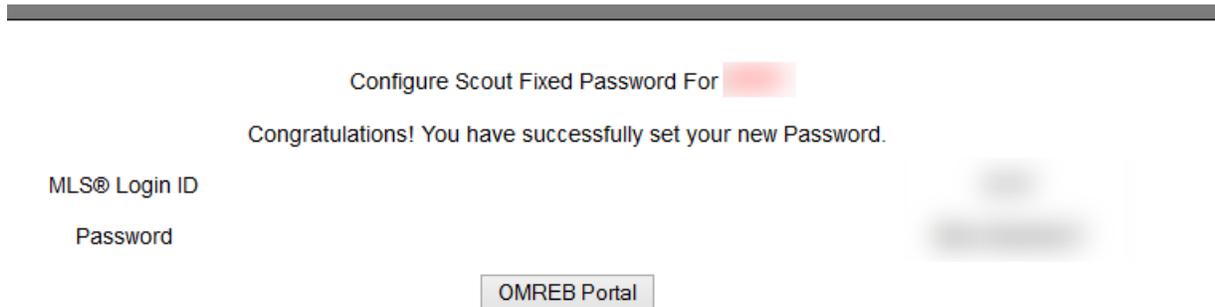
STEP 4: Your NEW password must meet the required **password complexity configuration** to be accepted by SAFEAccess®.

In order to make it hard to duplicate by someone who is unauthorized to login to access your data and use the Member Services you pay for, your password must contain:

- A mix of upper and lower case letters
- At least one numeral and symbol

EXAMPLE: *%New3_Dax25*

This password includes 2 symbols (% _), 3 numbers (3, 2, 5), 2 upper case letters (N, D)



STEP 4: Once your new password has been successfully set, the above box will pop up onto the screen. Your enrollment process is now complete.

To enter into the new **OMREB SSO Portal**, you will click on the button provided to login with your NEW password.

CONGRATULATIONS! You are now set to explore the benefits **“One Stop Shopping”** via the convenience of one login.