



# Ramsey Crookall RC Axis Registration User Guide





Step 1: Go to the RC Axis sign in page by clicking the following link: <https://client.ramseycrookall.com/#/>

Step 2: Click 'Activate'

Activate your account

**Activate**

# RC Axis Registration User Guide

## Enter your Credentials



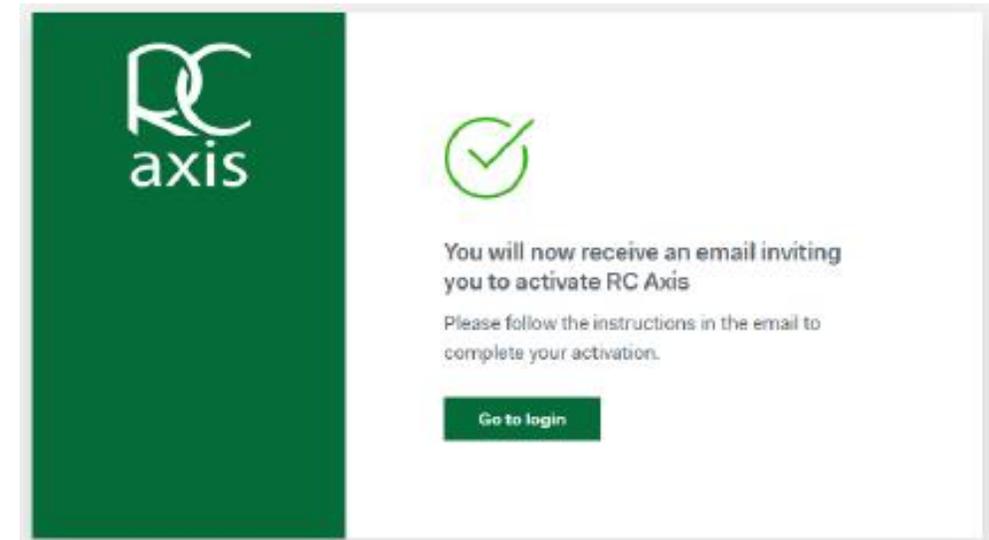
Step 3: Enter your e-mail

Step 4: Enter your customer ID (this will be the username you used to login previously)

Step 5: Click 'Next'

Step 6: You will now receive an email inviting you to activate RC Axis

The screenshot shows a registration form titled "Activate your account". It includes the RC Axis logo on the left. The form asks the user to "Please enter your e-mail and customer ID below". There are two input fields: "Enter your e-mail" with a sub-label "E-mail" and "Enter your customer ID" with a sub-label "Customer ID". At the bottom, there are two buttons: "Back" and "Next".



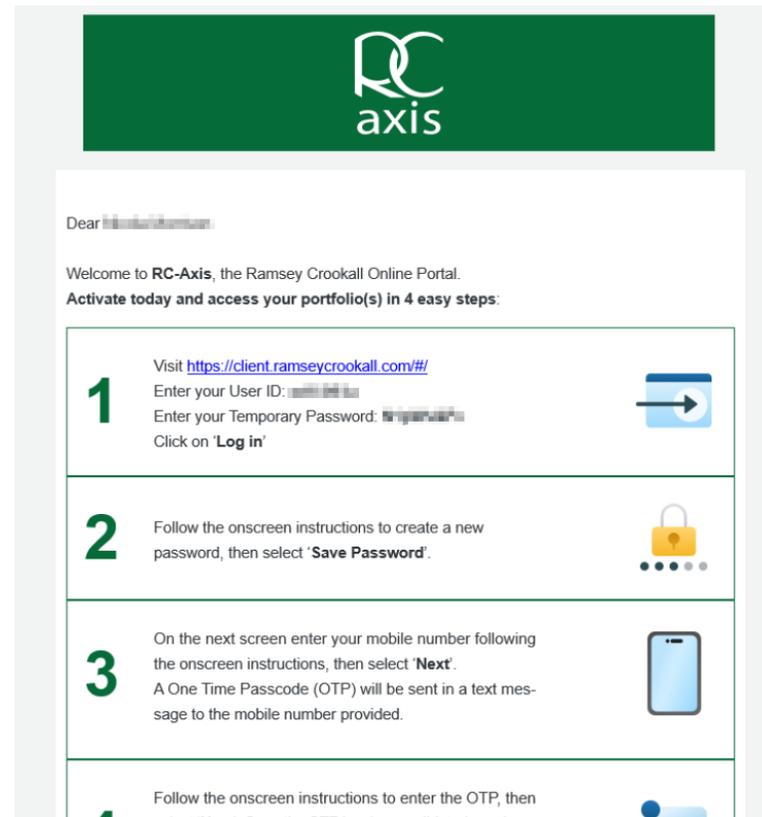
# RC Axis Registration User Guide



## Email

Step 7: Open the system generated email which will have been sent to you (please check your Spam/Junk folder if you cannot see the email in your Inbox)

Step 8: Click the link provided in the email to navigate back to the login page

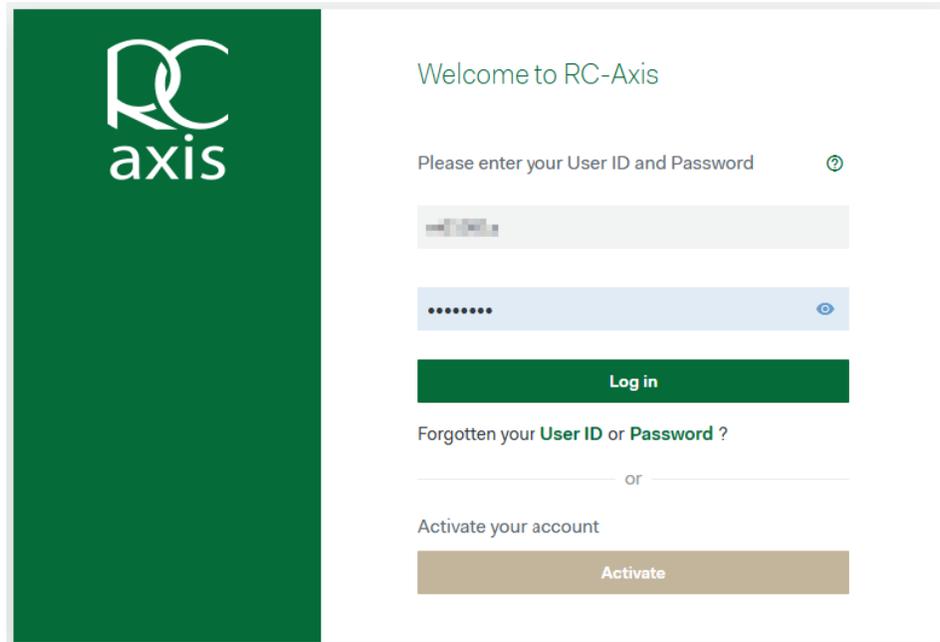


Step 9: Enter your Customer ID

Step 10: Enter the temporary password provided in the system generated email

Step 11: Click 'Log in'

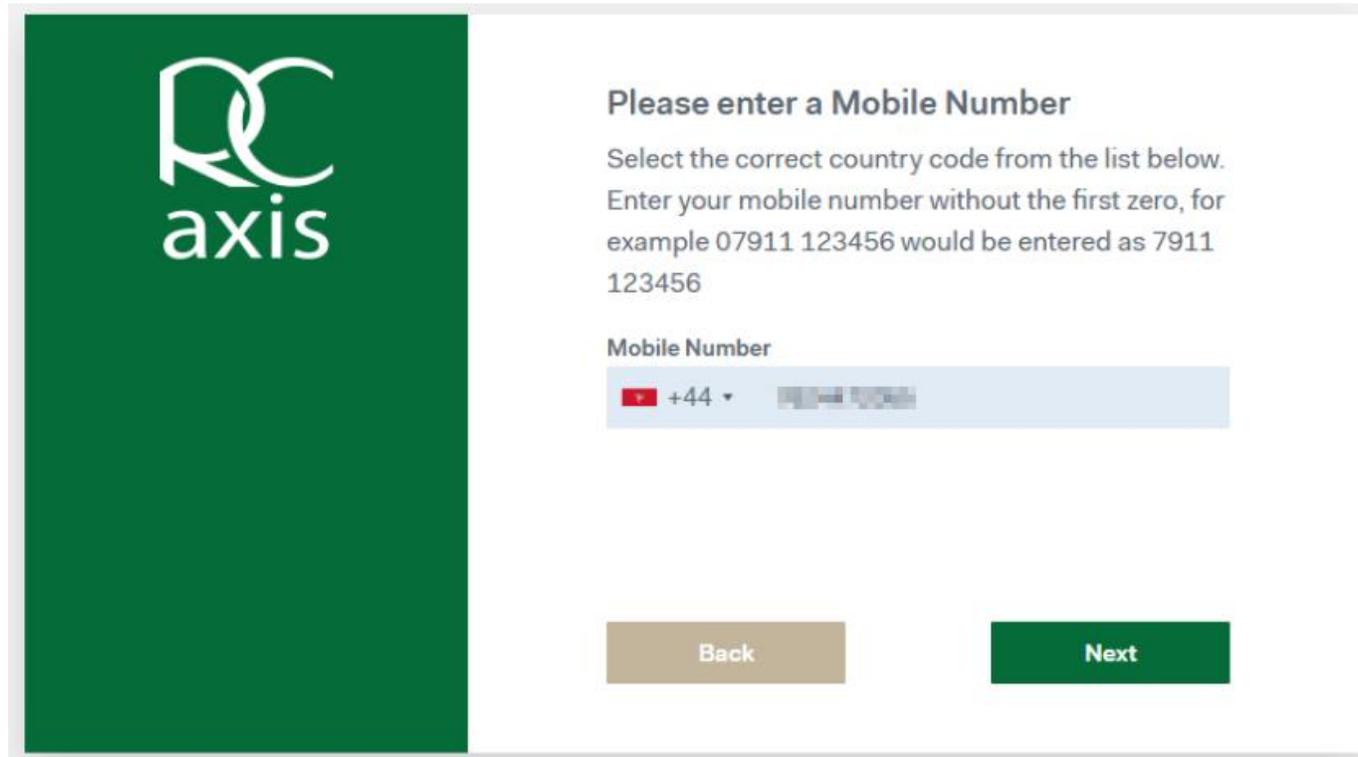
Step 12: Follow the on-screen instructions to set up your password



The screenshot shows the RC-Axis login interface. On the left is a dark green vertical bar with the white RC axis logo. The main content area is white and contains the following elements: a green heading 'Welcome to RC-Axis', a prompt 'Please enter your User ID and Password' with a help icon, a grey input field for the User ID, a blue input field for the Password with a visibility toggle icon, a green 'Log in' button, a link 'Forgotten your User ID or Password?', a separator line with 'or' in the middle, the text 'Activate your account', and a brown 'Activate' button.

Step 12: Enter your mobile phone number, making sure you select the correct country code from the dropdown (default is Isle of Man) and do not input a '0' at the start of the number

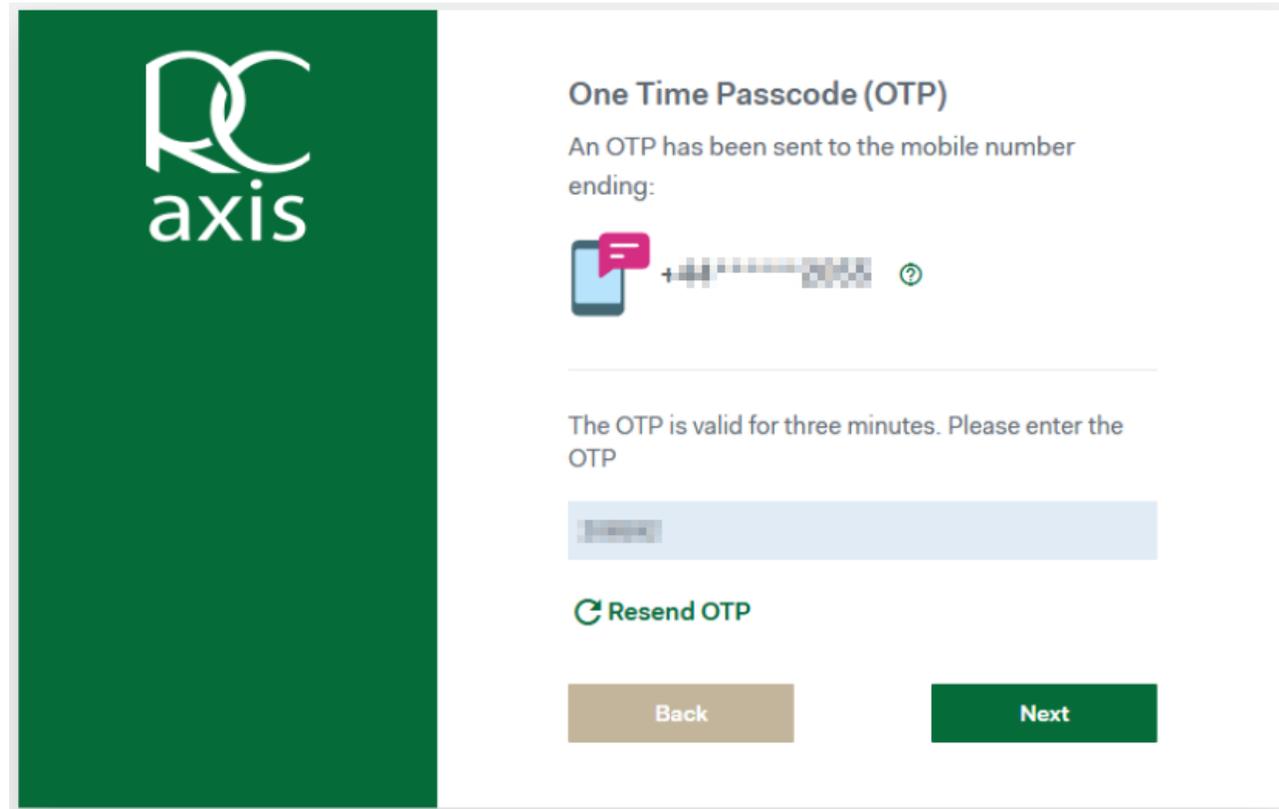
Step 13: Click 'Next'



The screenshot shows a registration form for RC Axis. On the left is a green vertical bar with the RC axis logo. The main content area has a white background. At the top, it says "Please enter a Mobile Number". Below this, it instructs the user to select a country code from a list and to enter the mobile number without the first zero. An example is given: "07911 123456 would be entered as 7911 123456". There is a "Mobile Number" label above a text input field. The input field shows a dropdown menu for the country code, currently set to "+44" with a small red flag icon. The input field is empty. At the bottom of the form, there are two buttons: "Back" (light brown) and "Next" (green).

Step 14: Enter the one time passcode sent to your mobile number. If you have not received the code after a few minutes, click 'Resend OTP'

Step 15: Click 'Next'

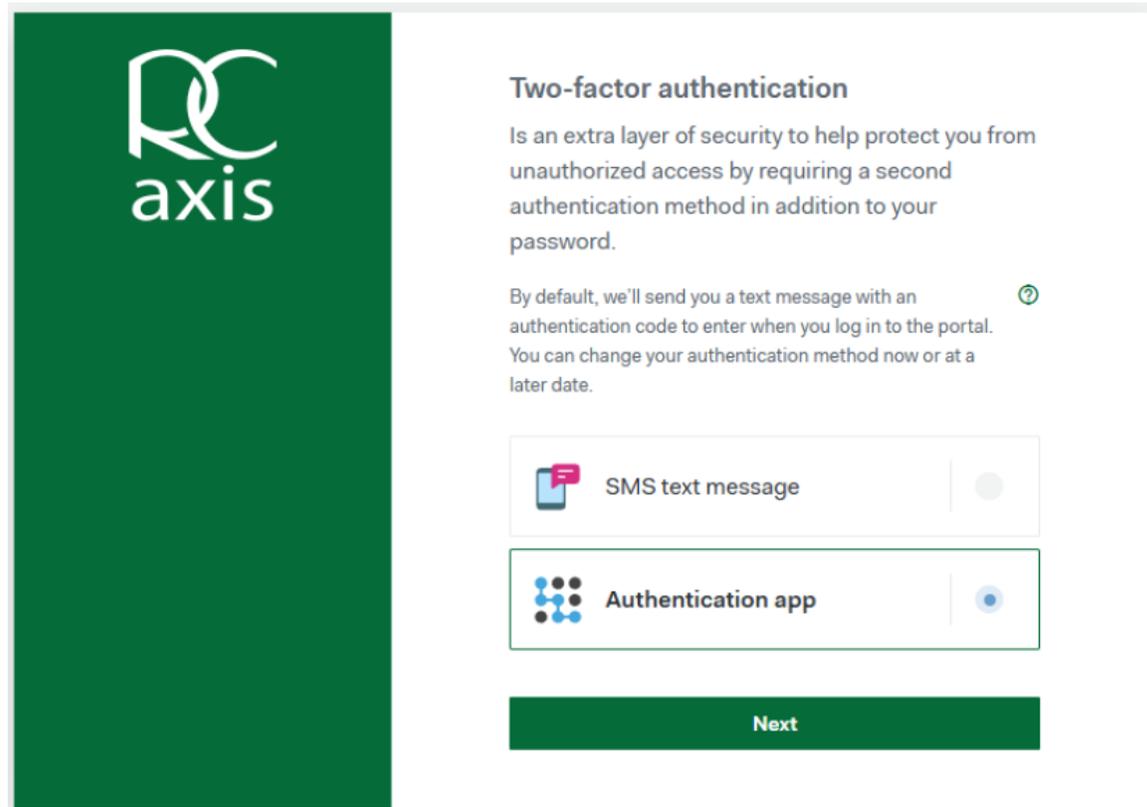


The screenshot shows the RC Axis registration interface. On the left is a dark green vertical bar with the white RC axis logo. The main content area is white and contains the following elements:

- One Time Passcode (OTP)** header.
- Text: "An OTP has been sent to the mobile number ending:"
- A mobile phone icon with a red message bubble, followed by a masked phone number "+91 98765 43210" and a small circular icon with a question mark.
- A horizontal line separator.
- Text: "The OTP is valid for three minutes. Please enter the OTP"
- A light blue input field for the OTP.
- A green "Resend OTP" button with a circular arrow icon.
- At the bottom, two buttons: a brown "Back" button and a dark green "Next" button.

Step 16: For enhanced security, select 'Authentication App' as your preferred two-factor authentication method

Step 17: Click 'Next'



The screenshot shows a registration page for RC Axis. On the left is a dark green vertical bar with the RC axis logo. The main content area has a white background. At the top, it says "Two-factor authentication" in bold. Below that, it explains that this is an extra layer of security. A paragraph follows, stating that by default, a text message with an authentication code will be sent, but it can be changed. There are two radio button options: "SMS text message" (which is currently unselected) and "Authentication app" (which is selected). At the bottom of the form is a dark green button labeled "Next".

**Two-factor authentication**

Is an extra layer of security to help protect you from unauthorized access by requiring a second authentication method in addition to your password.

By default, we'll send you a text message with an authentication code to enter when you log in to the portal. You can change your authentication method now or at a later date.

SMS text message

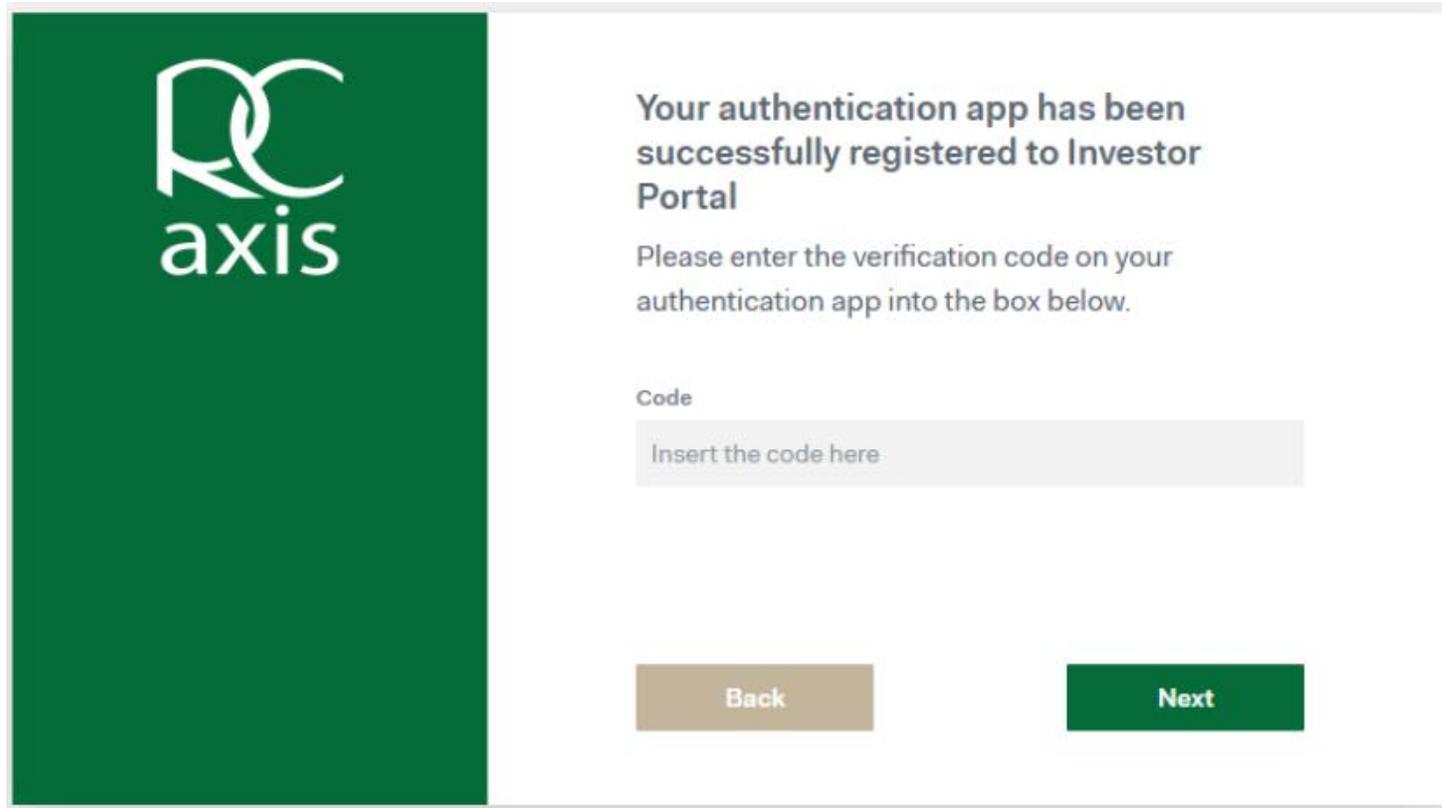
Authentication app

Next



Step 20: Enter the code provided within your authenticator app

Step 21: Click 'Next'



The screenshot displays the RC Axis registration interface. On the left is a dark green vertical bar with the white RC axis logo. The main content area has a white background and contains the following text:

**Your authentication app has been successfully registered to Investor Portal**

Please enter the verification code on your authentication app into the box below.

Code

At the bottom, there are two buttons: a light brown "Back" button on the left and a dark green "Next" button on the right.

# RC Axis Registration User Guide

Welcome to RC Axis



Step 22: You have successfully activated your RC Axis login and enabled multi-factor authentication

