



D.A. Townley is proud to offer our Machinist Union members first access to our best-in-class Canadian Pension & Benefits Administration system. This first version of your account access offers many useful features and future versions of the system will offer more over the coming months.

Set up your member account in 4 easy steps:

To create your account access, you'll need:

- i. internet access
- ii. an email account
- iii. the 4 digit ID number provided to you by D.A. Townley

1

Verify Your Membership

- i. Go to our website at <http://signup-m1.ollieportal.co/> (.co not .com)
- ii. Enter your ID number without including any spaces
- iii. Select your date of birth
- iv. Click on *Verify Membership*

Contact Info

For assistance, please contact D.A. Townley at:
1-800-663-1356
Or online at:
pensions2@datownley.com

2

Create Your Account

- i. Fill in your email address twice to ensure accuracy
- ii. Enter your password twice to ensure accuracy (minimum 8 characters)
- iii. Click on *View Terms and Conditions* to read
- iv. Check the box to accept the terms after reading
- v. Click on *Create Account*

Small enough to know you, big enough to serve you.

Immediately Available Features:

- The address, gender, phone numbers and date of birth D.A. Townley has on record for you
- Your employer's name and phone number
- 2016 Annual Statement Balance

Available in Coming Months:

- Rate of Return
- Credited Hours
- Contribution Summary
- Interest Earnings

3

Verify Your Identity

The link to access your account for future access is <https://datownley.olliportal.co/> (.co not .com)

- You may also access your account now by clicking on *Enter Portal*
- Enter your email address
- Enter your password
- Click on *Log in*
- Click on red text *Not Verified* — *Click to Verify*
- You will be prompted to enter your 4 digit User ID
- Click on *Submit*

The top screenshot shows a confirmation message: "Your portal account has been created!" with a green checkmark. Below it is the "Member Portal" interface with a progress bar showing "Verify Membership" (checked), "Create Account" (checked), and "Portal Access" (not checked). A blue "Enter Portal" button is visible. The bottom screenshot shows the "DAT Member Portal" login page with fields for email and password, a "Log In" button, and a "Reset Password" link.

4

Access Your Account

The screenshot shows a "Pension" account page with a blue checkmark icon in the top right corner. The text reads: "Machinists Lodge 892 - Division" and "Verified - Click to Enter".

Once you have verified your identity, you may view your account information by clicking on the *Verified—Click to Enter* text.

To reset your password at any time:

- Go to the DAT Member Portal

The screenshot shows the "DAT Member Portal" login page with fields for email and password, a "Log In" button, and a "Reset Password" link.

- Click *Reset Password*

- Enter your email address

The screenshot shows the "Reset Password" form with an "Email Address" field, a "CANCEL" button, and a "RESET PASSWORD" button.

- Click *Reset Password*

You will receive an email with instructions on how to complete the password reset

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