

To log into Accunet 3.0, go to <https://trust.accessasc.com>  
In the top right hand corner, click on "New User"

First time signing in? [New User](#)

Enter your email address and click "Send Email"

**New User**

Enter your email to request account verification

Email Address

[Send Email](#)

The email will come from [donotreply@accunet.ascaccess.net](mailto:donotreply@accunet.ascaccess.net)

If you don't receive the email immediately, you may need to check your spam or junk folder.

You will receive an email as shown. Click "Activate Account"

**Verify your account with Trust Services Online**

We have received a request to access your account with Trust Services Online on Accunet. Please **Click** the link below to sign up.

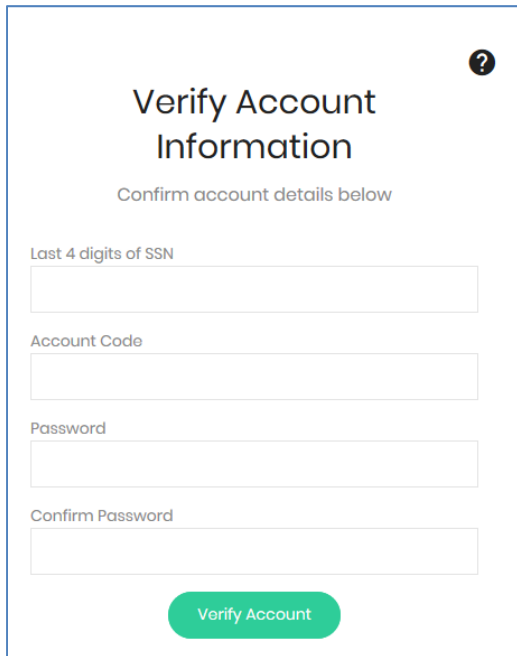
[Activate Account](#)

Activation link will expire in 30 minutes.

For your account(s) security you will need to provide some verifying information to successfully setup your account with online access.

This message was automatically generated by the Accunet website.

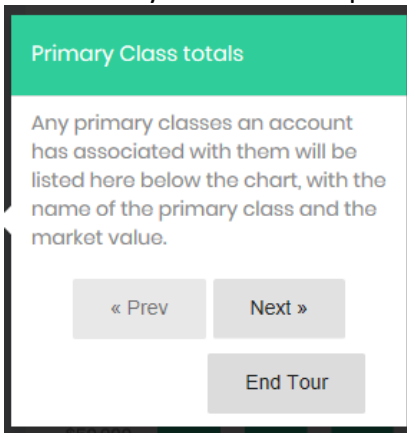
Next you will see the following screen. Enter your information. You can use the same email that you currently have set up for Accunet. Then click “Verify Account”



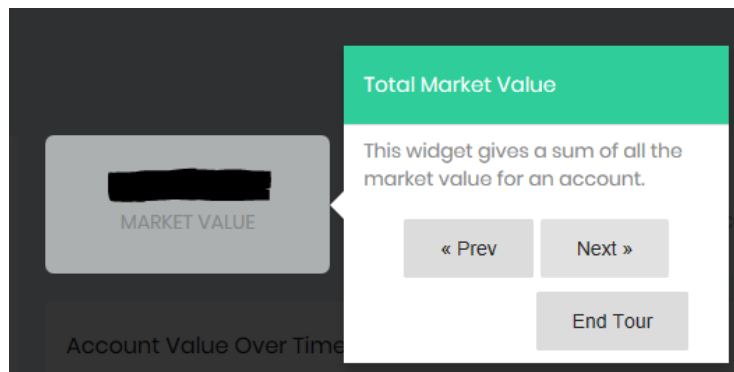
The form is titled "Verify Account Information" with a subtitle "Confirm account details below". It contains four input fields: "Last 4 digits of SSN", "Account Code", "Password", and "Confirm Password". A green "Verify Account" button is located at the bottom. A question mark icon is in the top right corner.

You can use the same password that you used on the previous site.

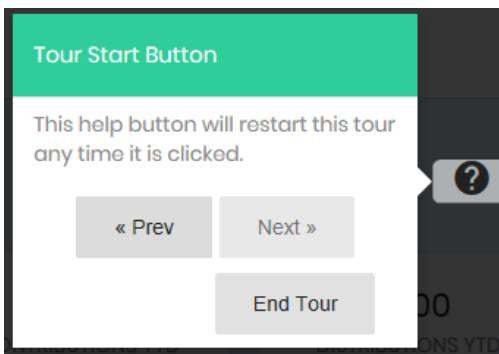
When you first log in, you will see tutorials similar to the one below. When you click “Next”, it will guide you through the information available on the new site. This is very helpful and quick to view. If you’d like to skip the tutorials, click “End Tour”



The tutorial has a green header "Primary Class totals". The text says: "Any primary classes an account has associated with them will be listed here below the chart, with the name of the primary class and the market value." At the bottom are buttons for "« Prev", "Next »", and "End Tour".



The tutorial has a green header "Total Market Value". The text says: "This widget gives a sum of all the market value for an account." A grey box labeled "MARKET VALUE" is shown. At the bottom are buttons for "« Prev", "Next »", and "End Tour".



The tutorial has a green header "Tour Start Button". The text says: "This help button will restart this tour any time it is clicked." At the bottom are buttons for "« Prev", "Next »", and "End Tour". A question mark icon is visible on the right side.

If you’d like to take the tour at another time, it is available by clicking on the ? icon at the top right of the screen.

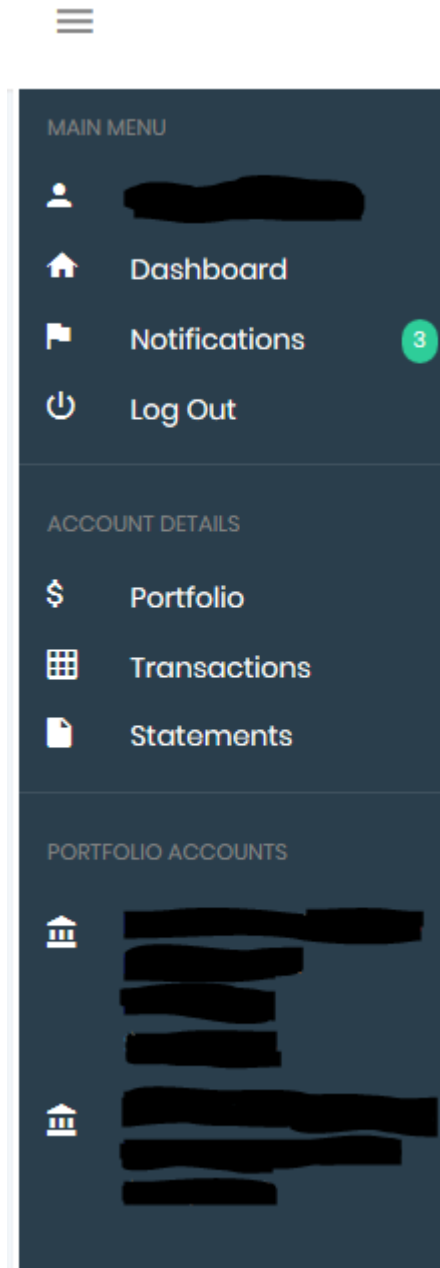
Once you exit the tour, your regular screen will be shown. On the left hand side is a tool bar. Hover over any part of the tour bar to expand it. From this tool bar, you can view a variety of items including statements.

When you click on any item in the expanded tool bar, additional tutorials will pop up to guide you through the information displayed. To end your session, click on the “Log Out” button on the tool bar.

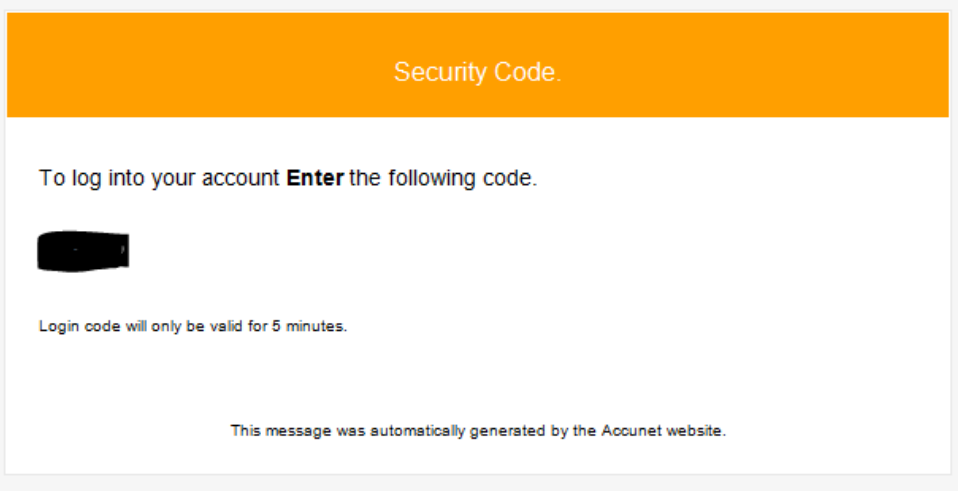
Tool Bar



Expanded Tool Bar



When logging into the site in the future, you will be prompted to enter an access code which will be sent to the email address on file. The email will look like this: Note that the code will only work for 5 minutes.



Enter the code that comes to your email. If you are at your personal computer, you can click the box next to "Trust this browser for future use?" If you are able to click this box, then you will not need to get a verification code in the future when logging in from the same computer.

The screenshot shows a green notification bar at the top with a checkmark and the text "An access code was sent to email address, [blacked out]". Below this is a light blue header with the text "Enter Verification Code". The main form area has a "Code" label next to an empty input field. Below the field is a red error message: "The Code field is required." To the right of the field is a blue link that says "Resend Access Code." Below the input field is a checked checkbox with the text "Trust this browser for future use?". At the bottom left of the form is a red "Submit" button.

If you have any questions, please contact: (enter your branch's Accunet contact here)