



Activating your Shareworks Account

Detailed Instructions

STEP 1: Activate your Solium Shareworks account (this should take only 3-5 minutes)

1. Go to www.solium.com/activate
2. Select the language in which you wish to complete the activation form.
3. Enter your Company ID: **CTC265** (case sensitive) and Company Password: **solium123** (case sensitive)
4. Complete the short activation form, which requests basic contact information, security identification questions and answers, and optional banking information. **You will need to enter your employee number as seven digits, which may require including zero(s) at the beginning of your ID.**
5. Review and accept the Participant Account Agreement, which outlines the terms and conditions of using Shareworks.
6. A confirmation screen will display once your activation is complete – take note of the confirmation number for your reference. You have completed the online activation at this point and may log off.

STEP 2: Review your Solium Shareworks account information

Solium will mail your personal account number and passwords to your home address. You will receive two letters in separate mailings, for security purposes. You will need both of these letters to log into Shareworks, which you can do at www.solium.com/login. If you do not receive these letters please contact Solium's Participant Services Group at 1-877-380-7793 or help@solium.com. The Participant Services Group is available from 8 a.m. to 8 p.m. ET, Monday through Friday.

If you wish to access your account prior to receiving your letters in the mail, you can call the Participant Services Group and they will provide you with your log-on information. This can be done immediately after you activate your Shareworks account (Step 1).

STEP 3: Log into Solium Shareworks

You will need the account number and temporary passwords that were mailed to your home address (or obtained by calling the Participant Services Group) to log into Shareworks to manage your personal account.

1. Go to www.solium.com/login
2. Enter your account number and temporary login password (*case sensitive*).
Note: You have two temporary passwords – one to log into your account, and another to conduct transactions. You will be required to reset each password after first use, and you are encouraged to keep different passwords for logging in and for conducting transactions.
3. On your first login only, review and agree to the exchange agreement from the Toronto Stock Exchange that entitles you to receive real-time stock quotes.
4. Also during your first login, you will be asked to confirm that your account is accurate, or submit concerns/questions electronically for resolution. You will see the confirmation prompt at the bottom of your Account Summary page.
5. Answer “no” to the “Professional Subscriber” status question. This only applies to those that are registered to make trades for other people.
6. Once all steps are completed, your account will be fully active.

Contacting Solium

Solium is dedicated to providing you with full-service assistance. Solium's Participant Services Group is available to answer all your questions, from 8 a.m. to 8 p.m. ET, Monday through Friday.

North America:	1-877-380-7793
International:	International code + 1 + 403-515-3909
Fax:	403-515-3919
Email:	help@solium.com
Website:	www.solium.com/login