CREATE AN ACCOUNT

1. Go to www.catholicfinanciallife.org and click My Account in the purple bar at the top of the page.

2. On the Account Sign In page, click Create Account.
3. On the Create Your Account page, enter the required information and click Register.

- **First Name**: Gretchen
- **Last Name**: Thane
- **Email**: gretchen.thane@gmail.com
- **Last Four Of Your Social Security Number**: 1234
- **City**: Milwaukee
- **State**: WI
- **Zip**: 53181
- **Birthdate**: Today
- **Mobile Phone Number**: 555-555-5555
- **Password**: Your password must be at least 8 characters long and contain an upper case letter, lower case letter, number and special character.
- **Confirm Password**: Password
- **CAPTCHA Verification**: ✔ I'm not a robot

Be sure to check this box.
The CAPTCHA Verification section may ask you to select images that refer to an item. In that case, click all the images that contain that item and click Verify.

4. After you click Register, you’ll land on a page that tells you you’ll receive a confirmation email.
5. The confirmation email from service@catholicfinanciallife.org contains a link. Click the link to confirm your account registration.

6. After clicking the link in your email, you’ll land on this Account Confirmation page. Click Confirm Registration.

7. Congratulations! Your account has been enabled. Click the Login button.
8. To sign in, enter your email address (also your username) and your password.

To protect your privacy, as part of the log in process, you’ll need to enter a unique one-time passcode.
(The unique passcode is different from your password and is valid for a short time.) Select how you’d like to receive this passcode:
- Email passcodes come from Member Services, service@catholicfinanciallife.org
- Text passcodes come from 224-441-2054

9. Once you receive the passcode, enter it on the Account Sign In page and click Sign In.
10. Once signed in, you’ll see a summary of your account. From here, you’ll be able to:
   A. See details about the policy(ies) you’re the owner of
   B. Apply for member benefits
   C. Make changes to your account such as updating your contact information, beneficiaries, etc.
   D. Log out when you’re done

TROUBLE ACCESSING YOUR ACCOUNT?

Contact our dedicated website support hotline:

1.800.927.2547

Monday – Friday, 8:00 a.m. – 4:30 p.m.