SHAREHOLDER PORTAL

OGOODIK

com

SIGNUP GUIDE Sim

## IT'S A NEW ERA.

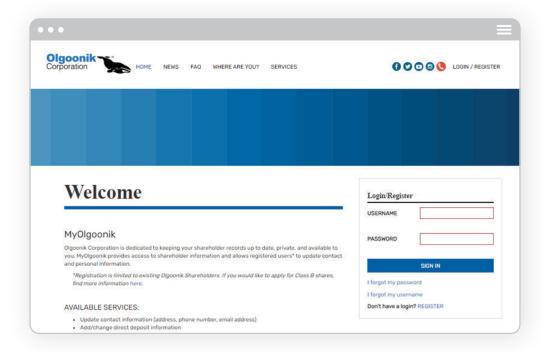
Olgoonik is **celebrating 50 years of progress** as your village corporation this year. Our next leap forward is MyOlgoonik, where you can securely manage your own shareholder information. Sign up today! **We'll show you how inside.** 



### **HOW TO SIGN UP**

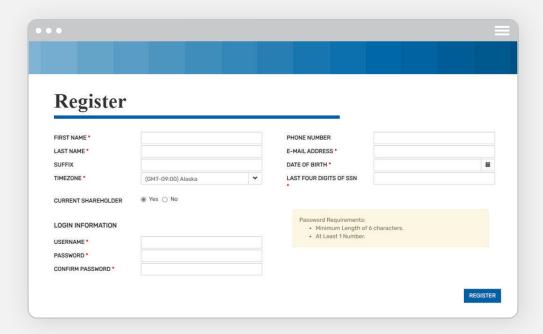


To sign up for a **MyOlgoonik** account, go to *myolgoonik.com* from your PC, tablet, or smartphone. On the Welcome page, select **LOGIN/REGISTER** in the upper right corner.

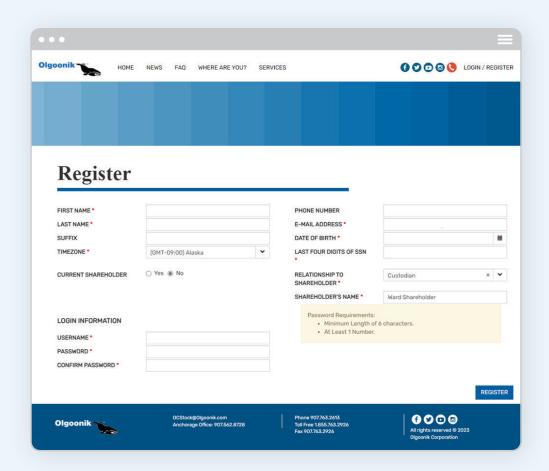


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Only OC shareholders and custodians for minor shareholders may sign up for a MyOlgoonik account. To register, enter the requested information, ensuring all fields are completed, and select your username and password.



If you are a shareholder and a custodian for minor shareholders, you do not need to sign up for separate accounts for yourself and your minor wards.



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Only OC shareholders and custodians for minor shareholders may sign up for a **MyOlgoonik** account. To register, enter the requested information, ensuring all fields are completed, and select your username and password.

Non-shareholder custodians for minor OC shareholders can sign up for a MyOlgoonik account. As the custodian of record, enter your name and complete the requested information. Select "No" for the CURRENT SHAREHOLDER section. Under RELATIONSHIP TO SHAREHOLDER, select "Custodian" and enter

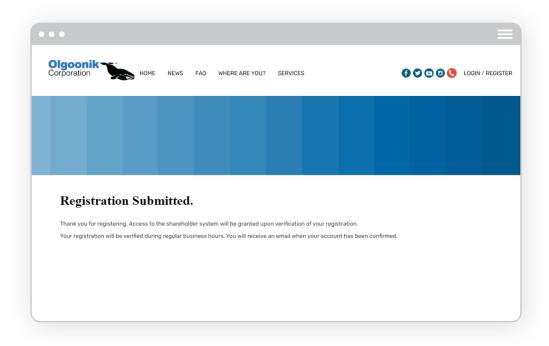
the name(s) of the minors for whom you are the custodian.

Although the website currently has fields for Spouse and Descendant, please note that Olgoonik does not currently allow for spouse and descendant registration. Registration requests for these fields will be denied.

## **SECURING YOUR ACCOUNT**

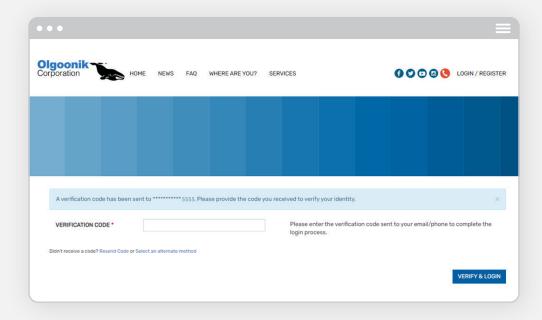


After selecting **REGISTER**, the Registration Submitted page will appear. OC Stock staff will review, verify, and approve registrations during normal business hours. If approved, you will receive a confirmation email and will be able to log in and access your profile in the portal.



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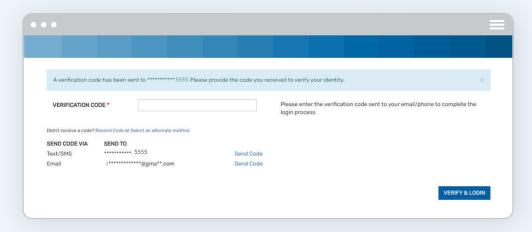
To keep your confidential OC stock information secure, 2-factor authentication is required to sign up for the portal. Each time you log in, you will be required to enter a verification code. Once you set your two-factor authentication method (phone, text/SMS, and/or email), you will automatically receive a code to that number or account each time you log in. If a code is not received, select the "Resend Code" button. Once the verification code is received and entered, select "VERIFY & LOGIN".







OC highly recommends that all shareholders include a primary and secondary verification method for their **MyOlgoonik** account. If you lose access to one method, a backup verification method can be used to access your account until your information can be updated.

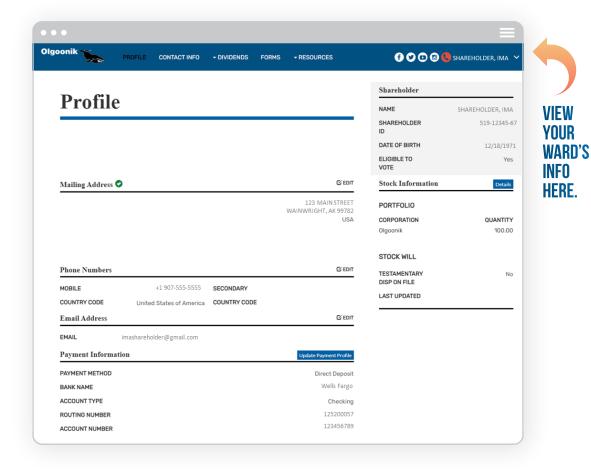


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Once you log in, your stock information is in your hands! View and update your mailing address, stock information, and direct deposit payment profile from the main profile screen. Class A shareholders will also see whether or not they have a testamentary disposition (stock will) on file with

OC and the date of the last stock will submitted.

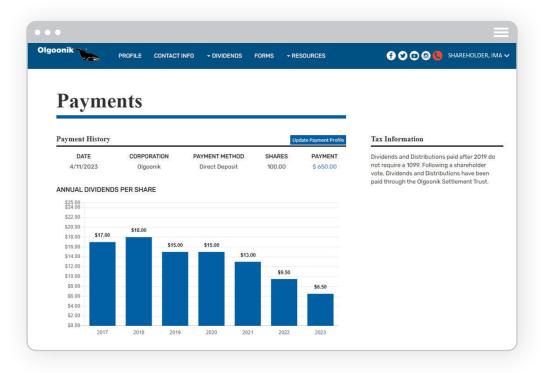
Updating your information? **Don't forget to click** into your ward's profile and update their record as well. It's important that adult shareholder/custodian information matches with the minor's information on record.



### **OTHER ACCOUNT FEATURES**

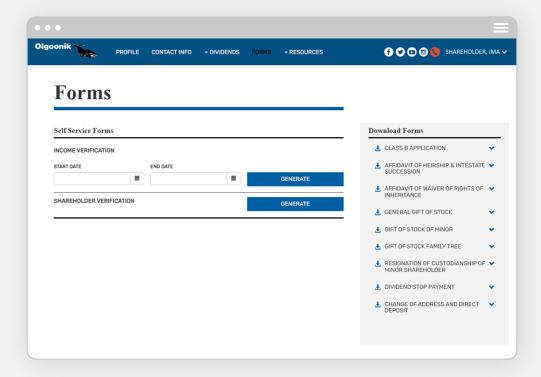


View your historical OC dividends and update your payment method from the **Payments** page. Please note that the date used for the payment is OC's record date and not the date the payment was mailed or direct deposited to shareholder accounts.



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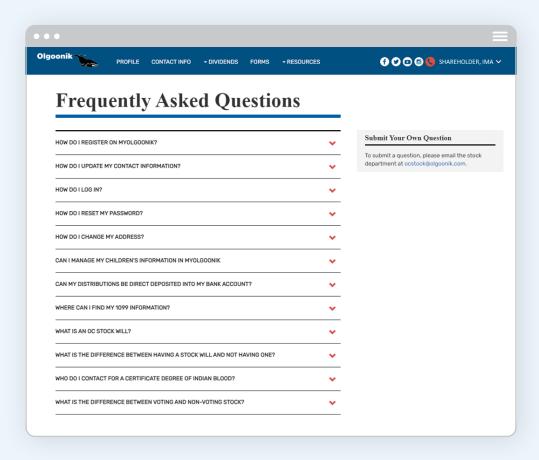
Download **OC** forms, including **Class B applications**, **Affidavits of Heirship**, and **Gift of Stock forms**, or generate a personalized **Verification of Income** or **Shareholder Verification form** with your information. Custodians for minor shareholders may also generate these forms for their minor wards.







**Need assistance?** The Frequently Asked Questions page can answer common stock and **MyOlgoonik** portal questions. To submit a question, or if you don't see an answer to your question, select the **ocstock@olgoonik.com** email link and contact us!





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