

# Registration for My Client Space

## Quick and simple!



GROUP  
INSURANCE

**Register as a....**

Client | Plan administrator | Company

First name: [First name] Last name: [Last name]

Date of birth: Month [v] Day [ ] Year [ ]

Postal code for correspondence: ADA OAD [ ]

Continue Cancel

**Do you have your activation key?** ?

Yes. I have my activation key.

No. Help me! I want to get my activation key.

Continue Cancel

### Step 1: How to get your activation key

To register and access your account for My Client Space, you need an activation key. If you already have it, go straight to Step 2. If not:

- Go to [ia.ca/registrationkey](http://ia.ca/registrationkey).
- Enter your first and last name, date of birth and postal code and click on **Continue**.
- A question will appear: **Do you have your activation key?** Click **No. Help me! I want to get my activation key.**
- Click on **Continue**.

**Get my activation key**

Hello

You have asked to get your activation key.

**Please select one of these options to get your activation key:**

Use my personal email:

Use my mail address at the following postal code:

Continue

**Your activation key has been sent!**

We have sent your activation key to the selected email:

**What you should do now**

- Check your inbox
- Follow the instructions we've sent you
- You didn't receive the activation key? Check your spam folder for an email from [do-not-reply@we.inalco.com](mailto:do-not-reply@we.inalco.com)

### Then...

- Select if you want to receive your activation key by **email** or at your **mail address** using the postal code you entered previously.
- Choose your option and click **Continue**.
- A message confirming that your activation key has been sent will appear.

**Note:** If we **don't** have your email address, we will send your activation key at your mail address using the postal code you entered previously.

If you would like to change your email address, you can call a **Customer Service** agent at **1-877-422-6487** to have your profile updated right away.

### Register as a....

Client

First name  Last name

Date of birth

Postal code for correspondence

**Do you have your activation key?**

Yes. I have my activation key.

XXXX -  XXXX -  XXXX

No. Help me! I want to get my activation key.

## Step 2: How to register for My Client Space

- Go to [ia.ca/registrationkey](http://ia.ca/registrationkey).
- Enter your first and last name, date of birth and postal code and click on **Continue**.
- This time, when asked **Do you have your activation key?** click **Yes. I have my activation key**.
- Enter your activation key in the space provided and click on **Continue**.

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### Some security basics

Access code (Your email address)

Password

Password confirmation

### Security questions

Should you have trouble logging in, these security questions will be used to assist you.

Question no 1

Answer no 1

Question no 2

Answer no 2

Question no 3

Answer no 3

I accept [the terms of use](#).

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### Your account has been successfully created!

Your access code is now:

**What you should do now**

- Note your access code for future use
- Log on to our secure website
- Review and update your personal information

## Step 3: How to activate your My Client Space account

- You must create your **access code** and a **password** to activate your account. Your access code is your email address.
- You must answer a few security questions.

**You are done! You have created your My Client Space account.**

INVESTED IN YOU.

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[ia.ca](http://ia.ca)