



## Steps to Complete PartnerView Registration

1. Click on the **Registration** box on the Login Page.  
<https://www.mainaccount.com/nfp/Login.html>
2. Type in your Social Security Number without dashes. (Example: 111223333)
3. Type in your Client Temporary Password/Authorization.
  - a. If Scott Cohen is your advisor: **Cohenview**
  - b. If Andy Dropkin is your advisor: **Dropkin507**
  - c. If Ilona Friedman is your advisor: **NFPIFRIEDM**
4. When completed, select the **Next** button.
5. Read the User Agreement and, if acceptable, select the **OK** button.
6. The screen will now display a Registration Form. All fields marked with a red asterisk (\*) are required. Note: Please ensure the accuracy of the information you enter here, as data entered at this point will carry to your performance reports.
  - a. Enter a unique User Name and Password for your Account. The User Name and Password must each be between six and ten alphanumeric characters. The Password will not display as it is encrypted for security reasons, and you should write it down and retain it in a secured location. You must re-enter the Password to confirm the original entry.
  - b. Select a Name Prefix from the Dropdown Box.
  - c. Enter your Last, First Name and Middle Initial as you wish it to be displayed.
  - d. Enter your telephone and fax contact numbers.
  - e. Enter your email address. Do not enter spaces. Your email address is an important means of automatic and direct contact. Please ensure that it is correct and operational.
  - f. Enter your Business Name.
  - g. Enter your Address including State from the Dropdown Box.
7. When completed select the **Next** button to continue.
8. A Registration Confirmation message acknowledging your successful registration will display. Select **OK**.
9. Your status as a user of the system is now "Pending."
10. Your Advisor will be notified of your Registration and pending approval. Your Advisor will approve your Registration to complete the Registration Process.
11. Once your Advisor approves the Registration, an email Confirmation Notice will be sent to your email address informing you that you are approved providing brief introductory information and that the system is now available for your login with the User Name and Password selected.