Guide to eAccess Activation

Rothschild & Co

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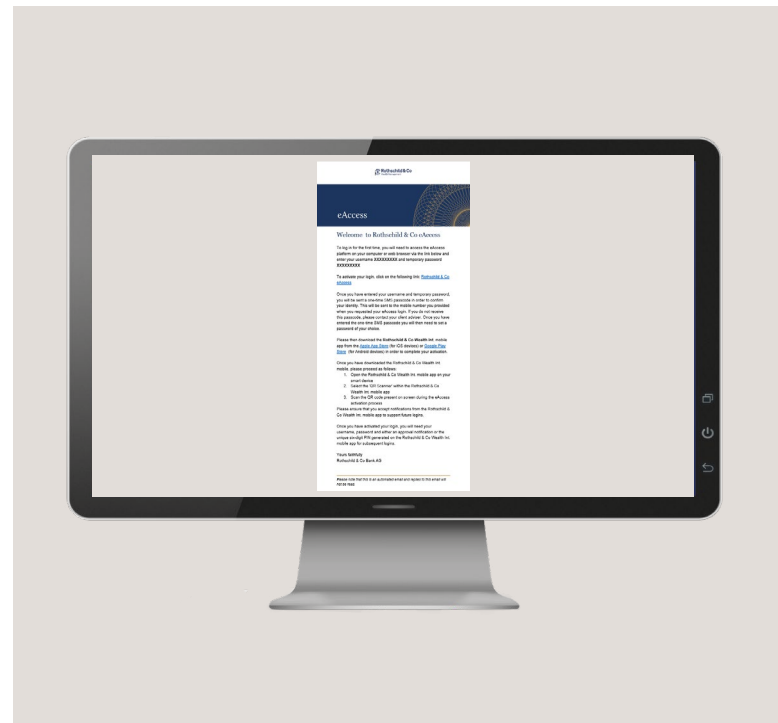Section 4
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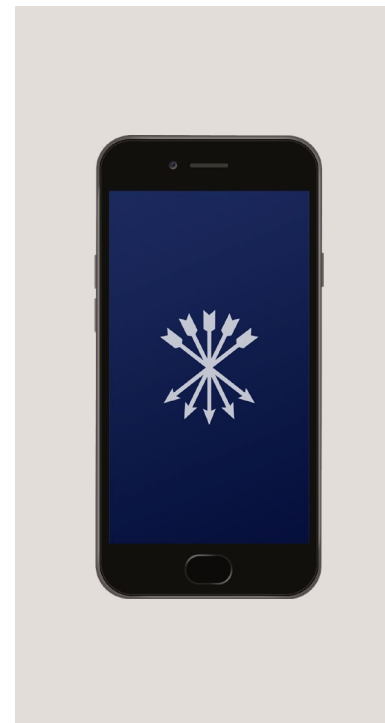
To activate eAccess you will need four things:

Item 1:
Your activation email '**Welcome to Rothschild & Co eAccess**' with your username and temporary password. (If you have a letter with your login credentials, please have both letters at hand).

Item 2:
A smart device (such as a mobile phone or tablet) with biometrics enabled.

Item 3:
A personal computer (PC), iPad or Tablet.

Item 4:
Internet access for both your smart device and PC.

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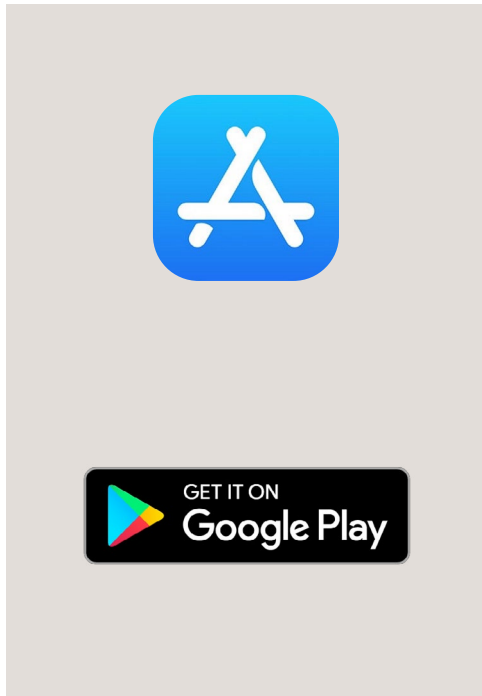Activate a new device

Step 1: Downloading the Airlock 2FA App

Downloading the Airlock 2FA app using your smart device

In order to activate eAccess and log in, you will need to download the Airlock 2FA app on your smart device. Airlock 2FA is Rothschild and Co's chosen partner to provide secure authentication for our eAccess platform. This can be found on the Apple App Store (iOS devices) or on the Google Play Store (Android devices).
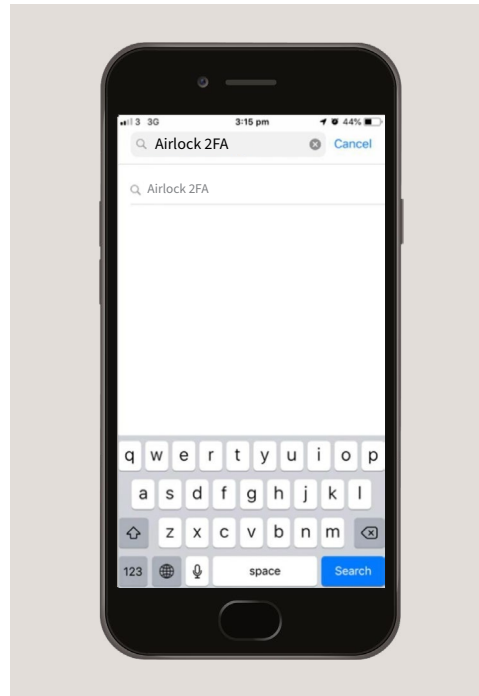
Step 1a:
Open the App Store or Google Play Store on your smart device by clicking on one of the icons as shown below.
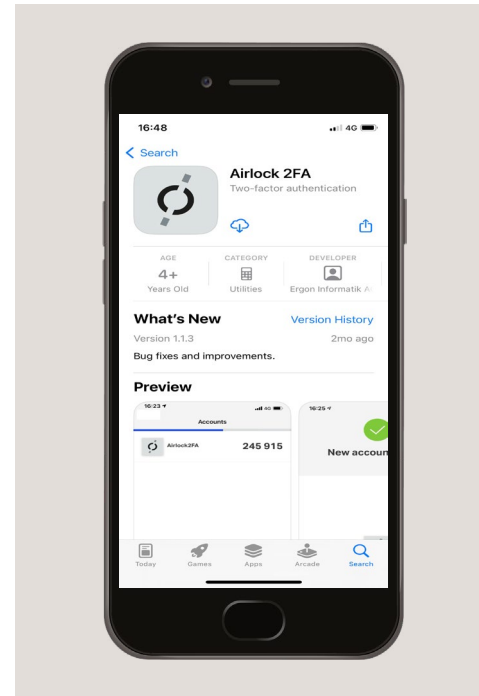
Step 1b:
Search for Airlock 2FA in the store.

Step 1c:
Download the Airlock 2FA app. You may need to enter your Apple or Google Play password.

Step 1d:
Once downloaded, you will find the Airlock 2FA app on your device (you may need to swipe to locate it).

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Step 2: Log in to eAccess

Log in to eAccess using your PC, iPad or Tablet

Step 2a:
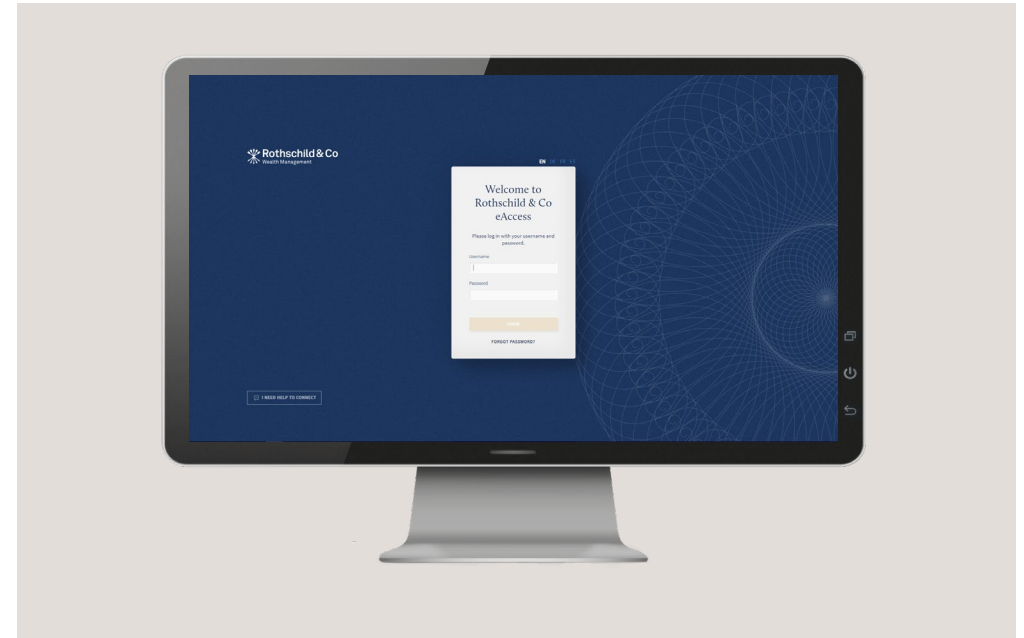
On your PC, iPad or Tablet, access your "**Welcome to eAccess**" email and click on the registration link or enter **https://eaccess.wm.ch.rothschildandco.com** into your internet browser address bar.

Alternatively, if your custodian bank is not Rothschild & Co Bank AG, please enter **https://eaccess.wm.de.rothschildandco.com**

Step 2b:

Once you click on the link, you will see the Rothschild & Co eAccess log in page.

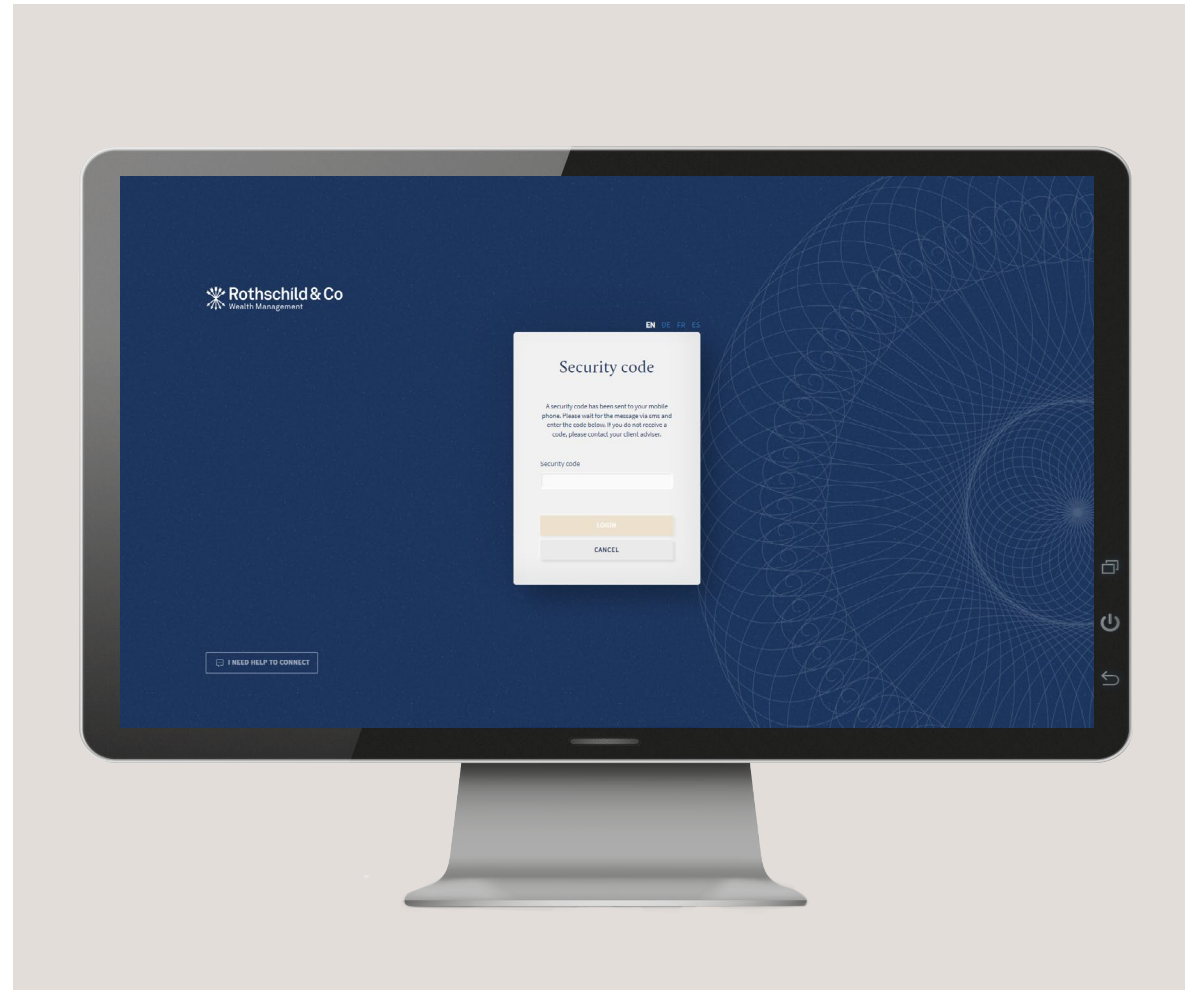Input your username and temporary password from your welcome email or password letter to continue.

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Step 3: Verify your identity via SMS

Step 3:

Once you have entered your username and temporary password, you will be sent an SMS passcode to the mobile phone number you provided when you requested your eAccess account.

If you do not receive this passcode, please get in contact with your client adviser.

If you have opted out to receiving a SMS passcode, please refer to the instructions on your activation letter.
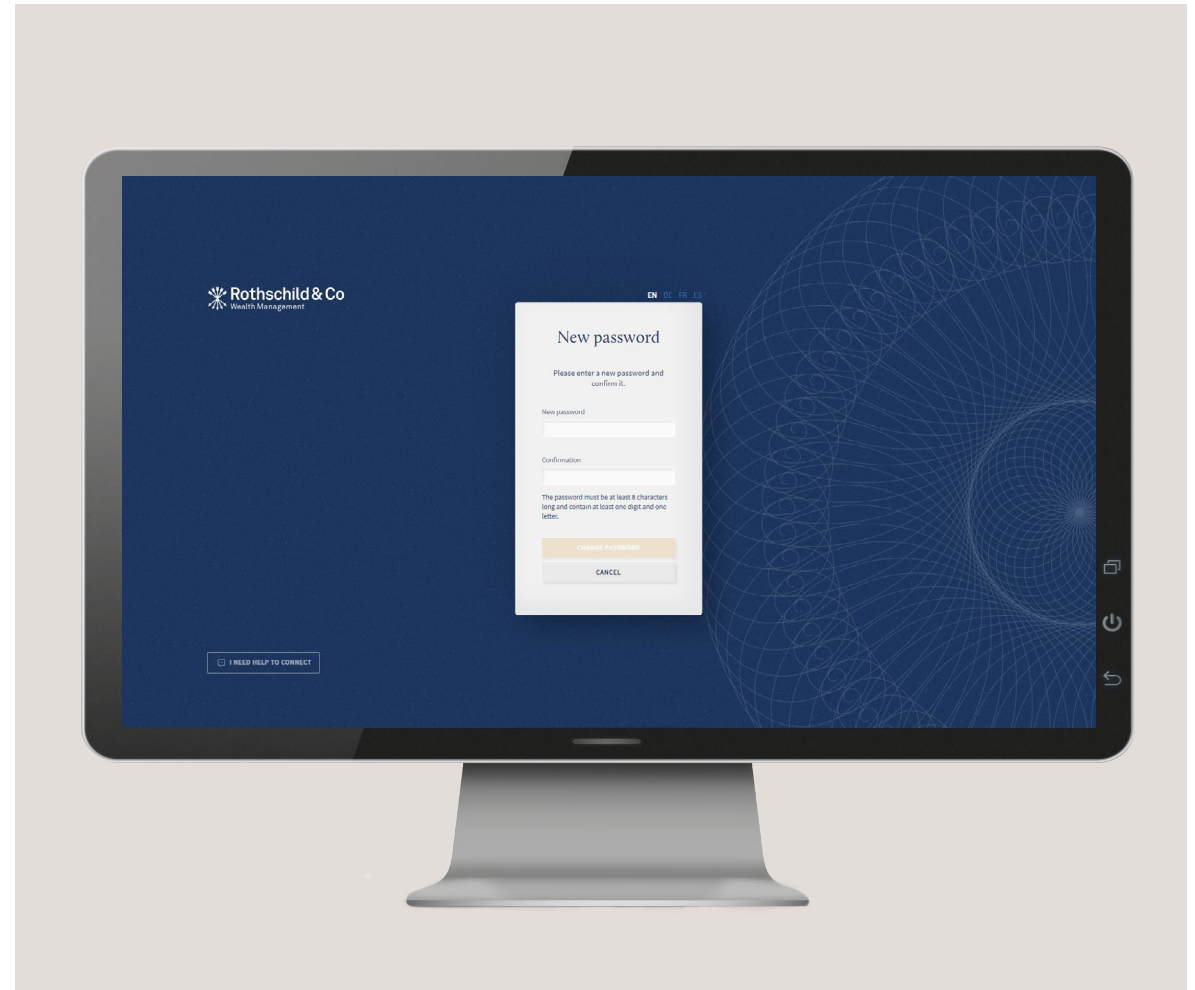
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Step 4: Set your password

Step 4:

Once you have verified the passcode, you will need to set your password.

Your new password must at least be 8 characters long and contain at least one digit and one letter.

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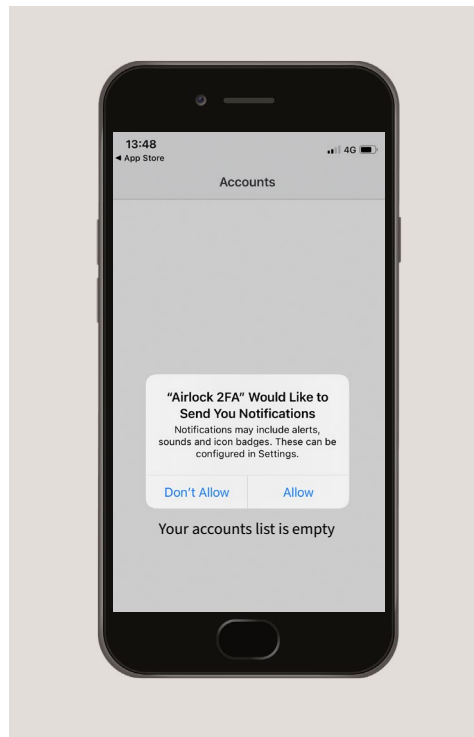
Step 5: Scanning the QR Code

Step 5a:

Once you have set your password, you will be shown an image onscreen on your PC. This is the QR code which you will need to scan using the Airlock 2FA app on your smart device.

Step 5b:

When you open the Airlock 2FA app, you will be asked to allow the app to send you notifications.

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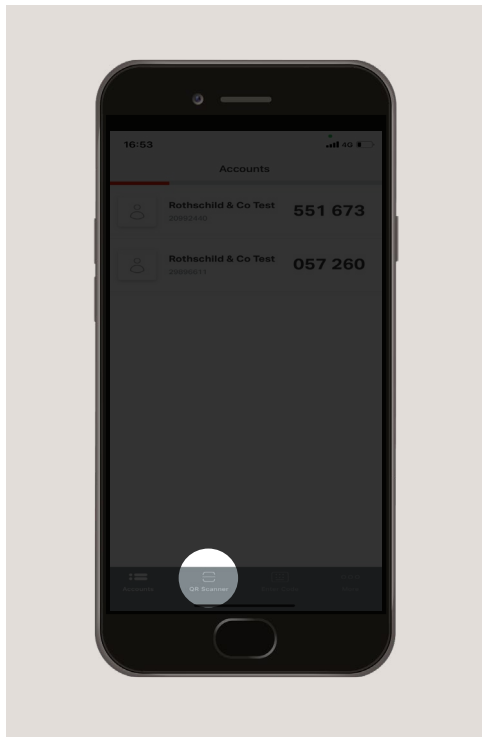Subsequent logins

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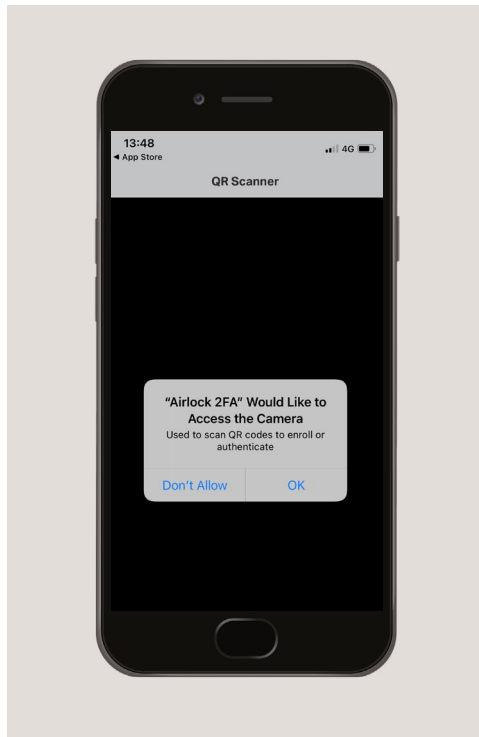
Step 5: Scanning the QR Code (cont.)

Step 5c:

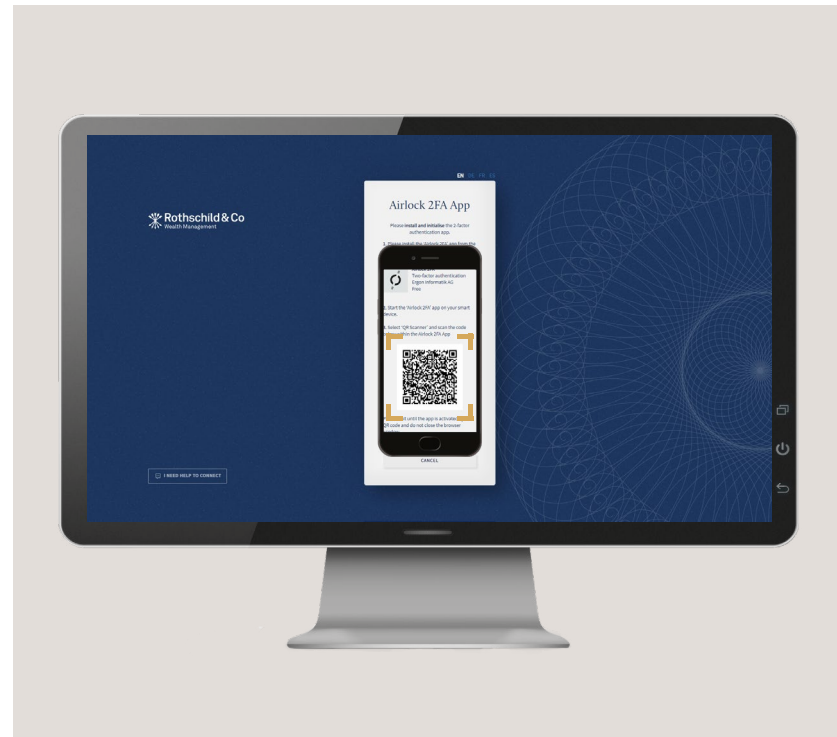Select "**QR Scanner**" on the bottom of your smart device screen.

Step 5d:

After selecting the '**QR Scanner**', you will be asked to allow the app to access your camera. Select '**OK**'.

Step 5e:

Using the "**QR scanner**" in the Airlock 2FA app, hold your smart device up to scan the QR code shown on the screen of your PC.

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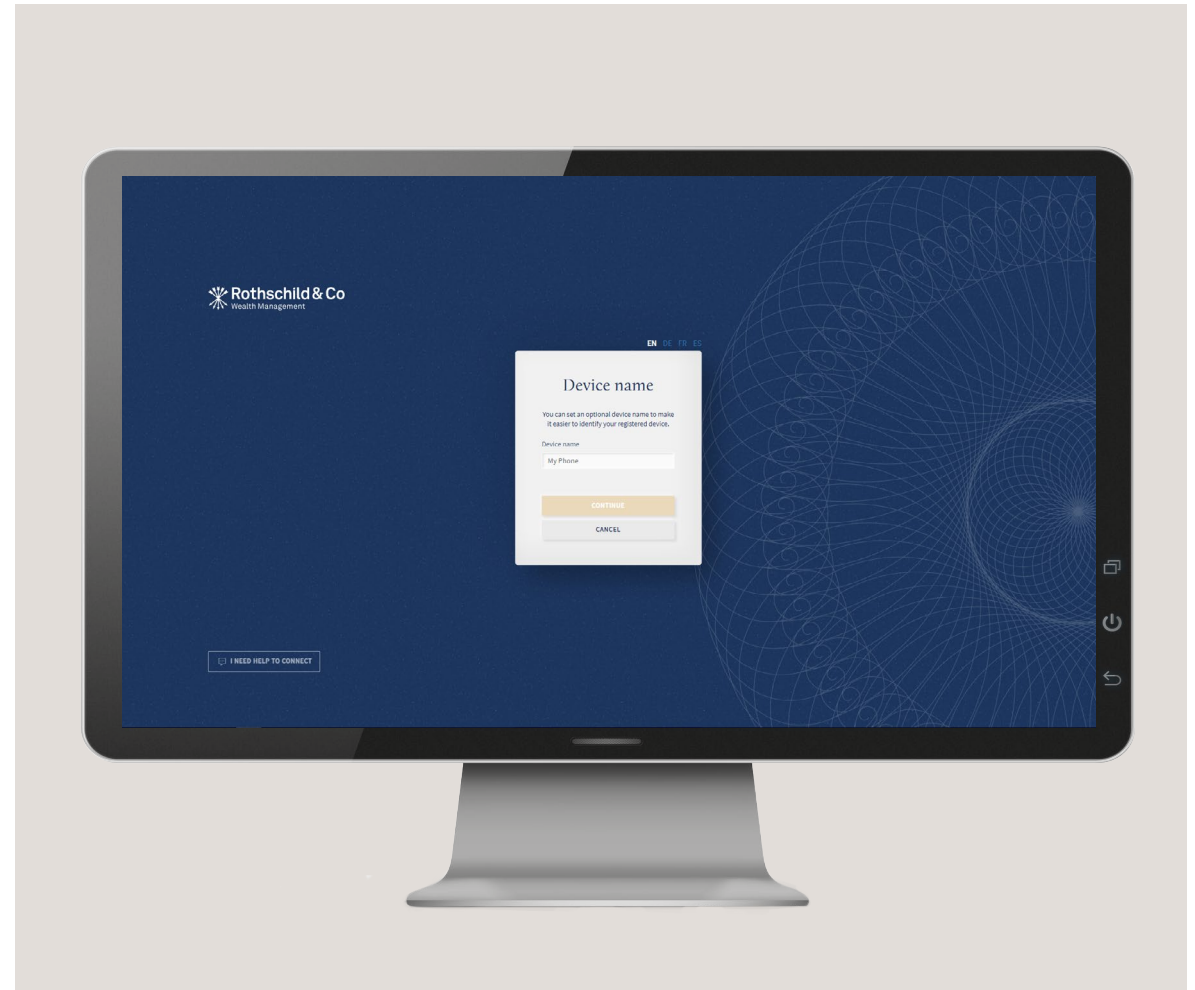Before you activate your
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Step 6: Name your device

Step 6:

Once the QR code has been successfully scanned, the page will refresh and you will be asked to set an optional name for your smart device.
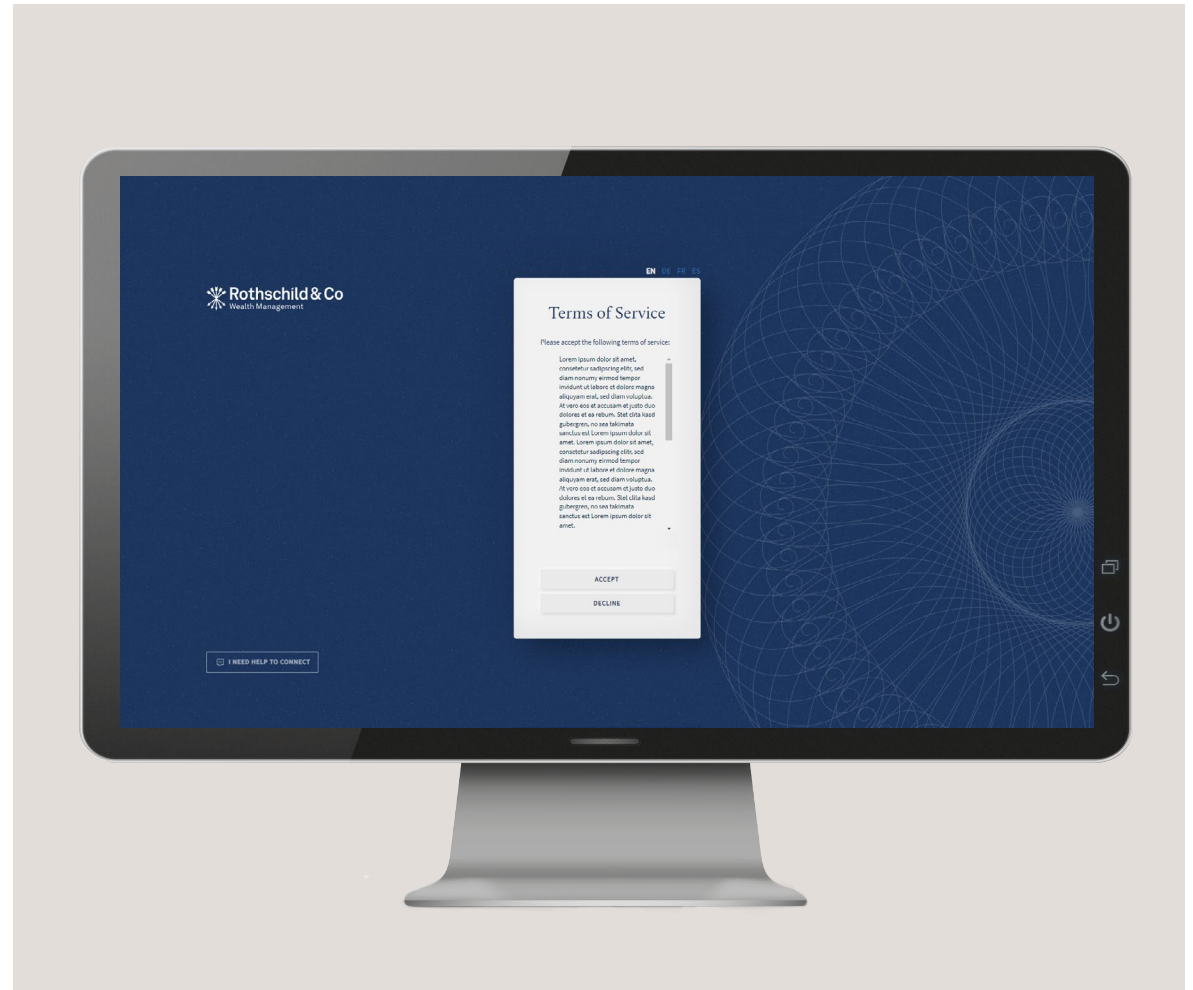
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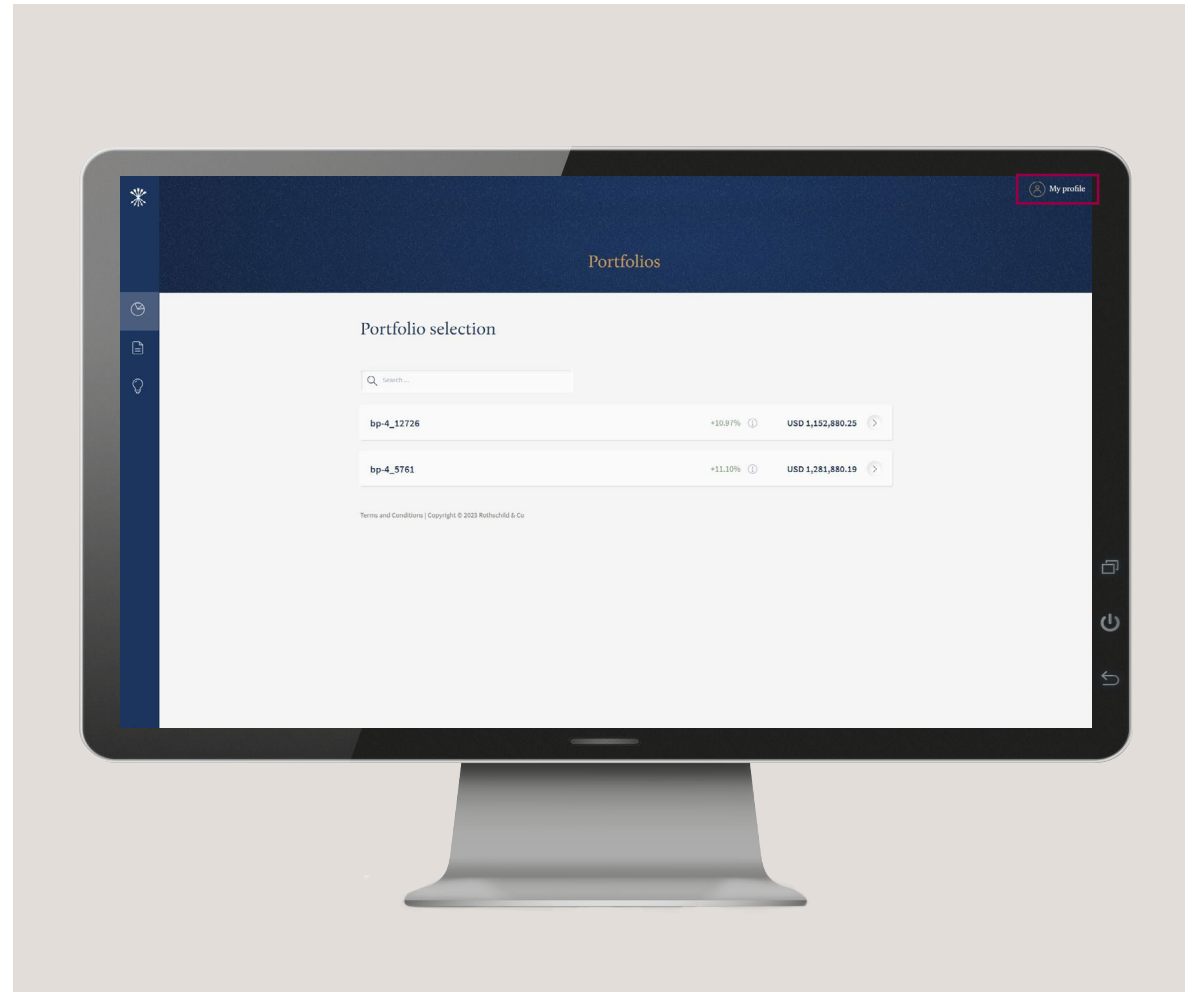Before you activate your
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Step 7: Agreeing to the Terms of Service

Step 7:

Your account is now activated. To enter eAccess, please read the Terms of Service and scroll to the bottom of the page to press '**Accept**'.
Please note you must accept the Terms of Service to use eAccess.

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Step 8: Successful login

Step 8:

You have successfully logged into your eAccess account. Should you require any assistance on navigating your eAccess account, please click 'Help' within the 'My profile' section.
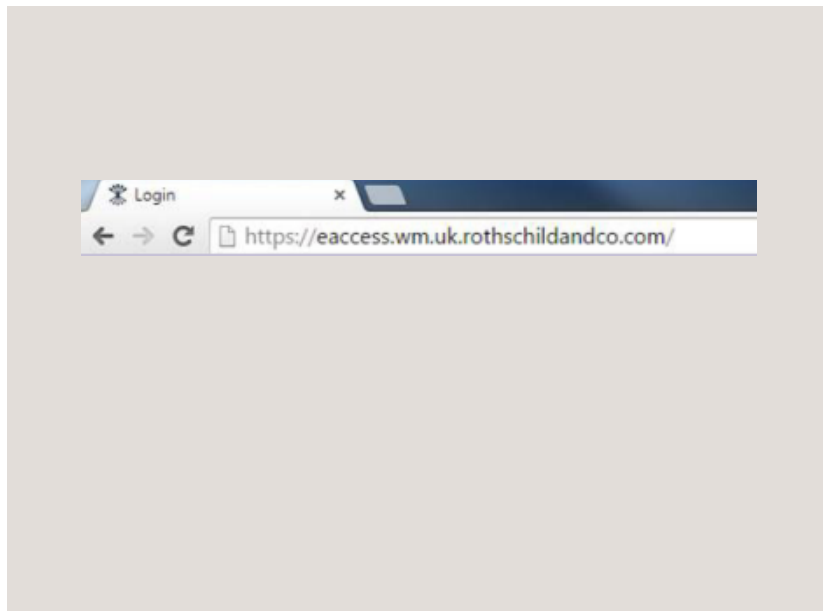
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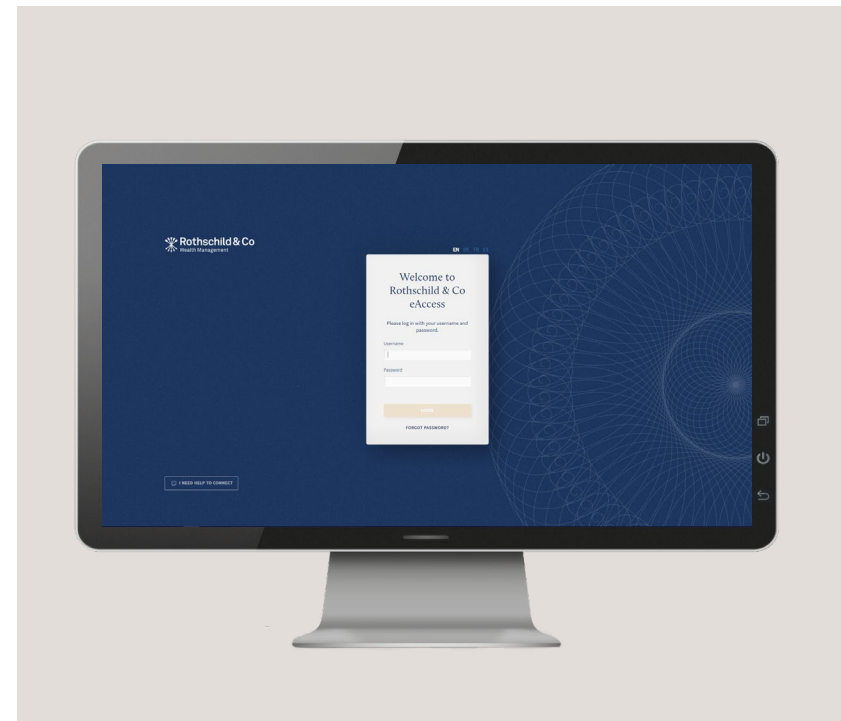
Step 1a:

On your PC, iPad or Tablet,
enter **https://eaccess.wm.ch.rothschildandco.com** into your internet
browser address bar.

*Alternatively, if your custodian bank is not Rothschild & Co Bank AG, please
enter https://eaccess.wm.de.rothschildandco.com*

Step 1b

Enter your '**Username**' and '**Password**' and click '**Login**'.

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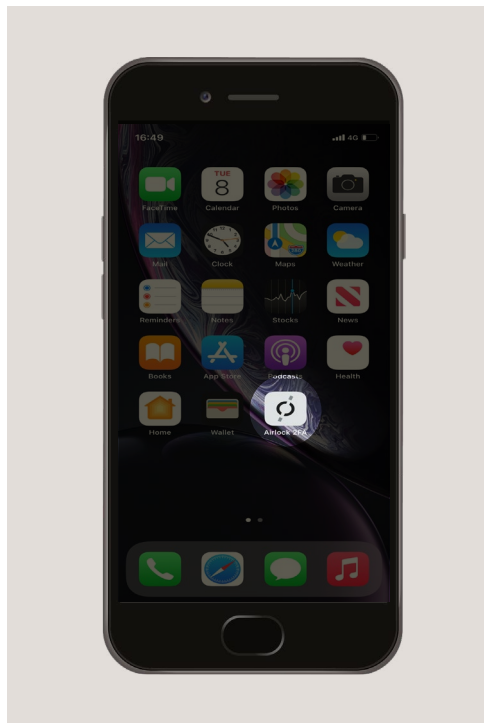
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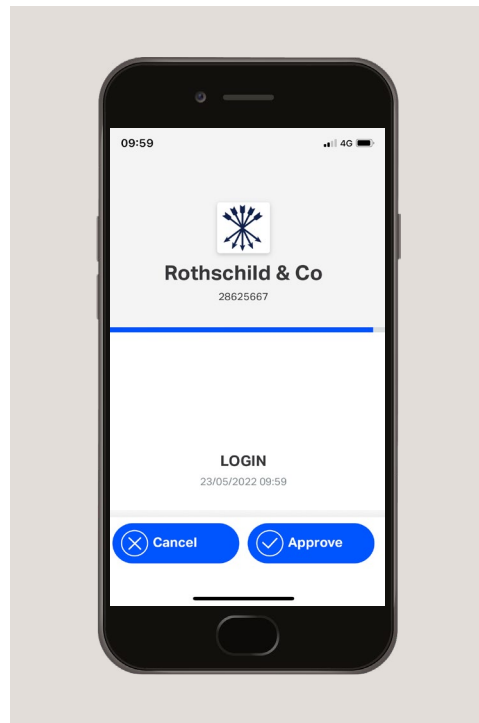# Step 2: Approve via the Airlock 2FA app

Step 2a:
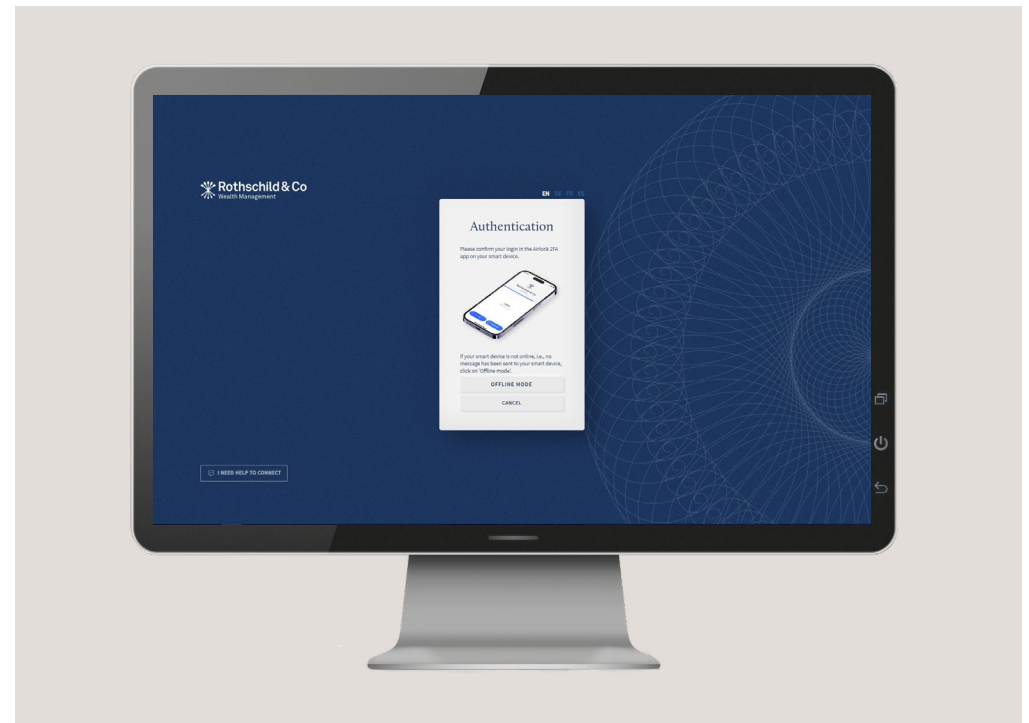When successful, you will receive a notification from the Airlock 2FA app on your smart device.

Step 2b:
You can accept this by clicking on the approve button which will use your device's security to authenticate (e.g. Face ID).

Step 2c:
If no notification arrives on your smart device then select '**offline mode**' on your PC and open the Airlock 2FA app on your smart device.

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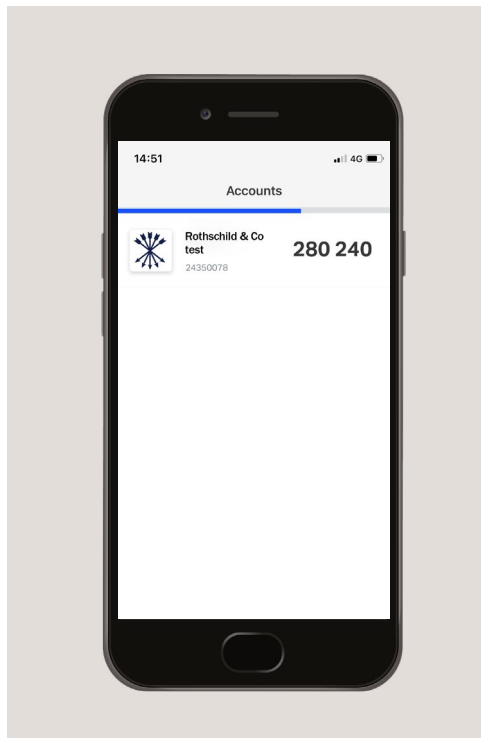Subsequent logins

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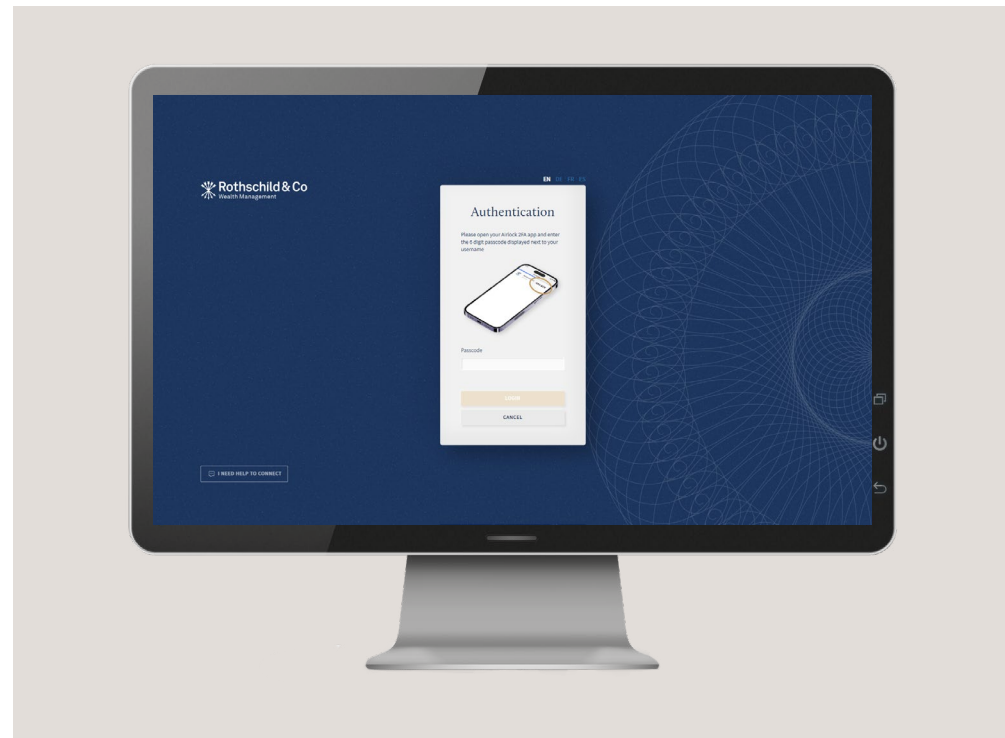# Step 2: Approve via the Airlock 2FA app (cont.)

Step 2d:
The Airlock 2FA app will display a 6 digit code next to your eAccess account name.
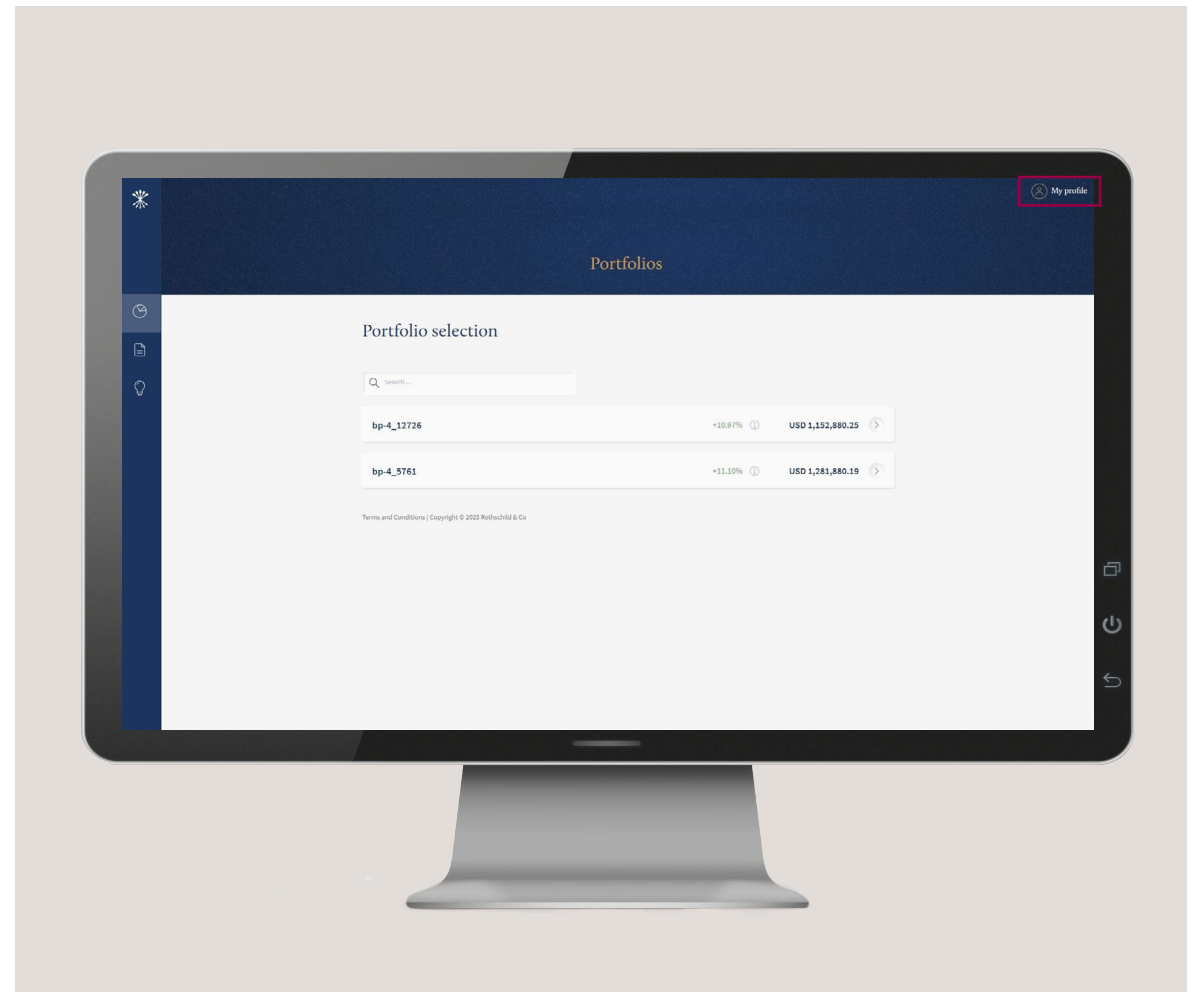
Step 2e:
Enter the 6 digit code from the app on the PC screen.

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Step 3: Successful login

Step 3:

You have successfully logged into your eAccess account. Should you require any assistance on navigating your eAccess account, please click '**Help**' within the '**My profile**' section.

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Step 1: Downloading the Airlock 2FA App

To register a new device for eAccess you will need four things:
If you no longer have access to your existing device, please contact your client adviser and request that they remove it from your account. Once your client adviser has removed your existing device, you will then be sent a new registration email to reset your password and log in with a new device.

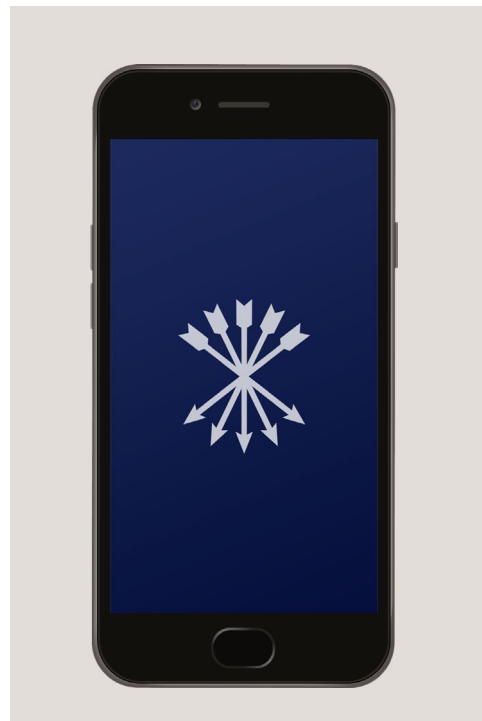### Item 1:

Your original activated device.

Item 2:

Your new device with "**the Airlock 2FA app**" downloaded.

Item 3:

A personal computer (PC), iPad or Tablet.

Item 4:

Internet access for both your mobile device and PC.

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Activate a new smart device

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To activate a new device, login at **https://eaccess.wm.ch.rothschildandco.com** using your existing device.
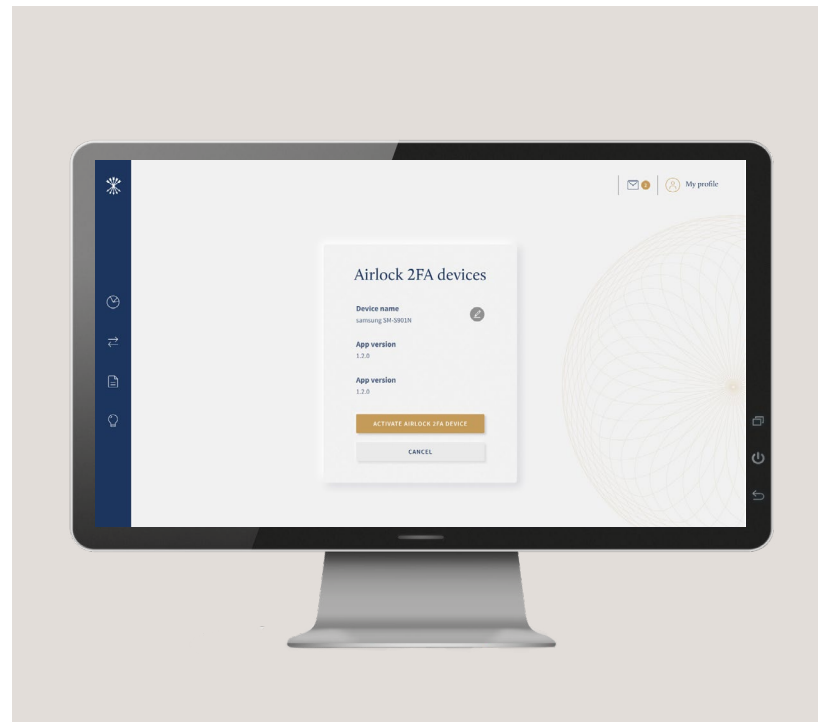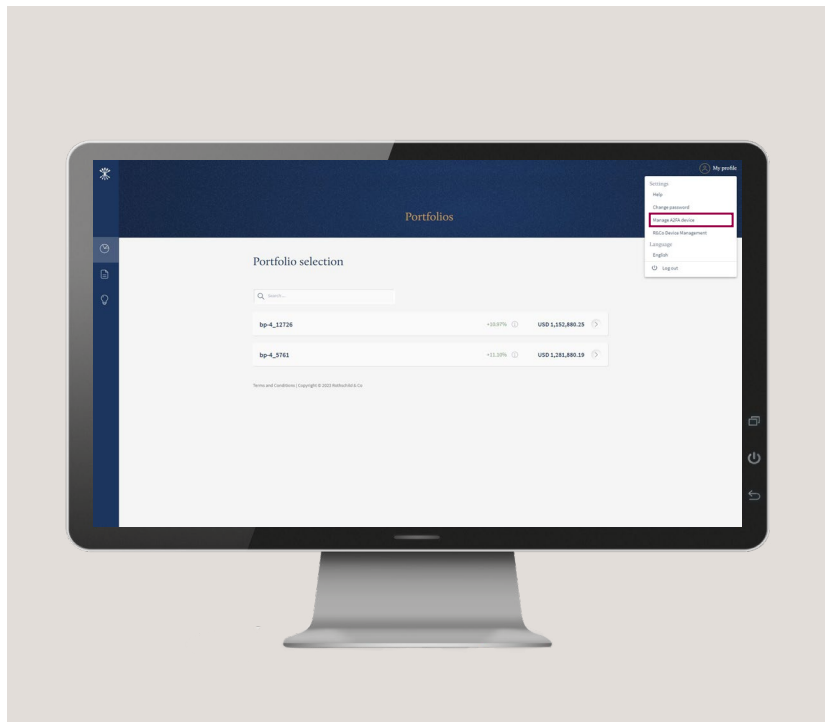
Alternatively, if your custodian bank is not Rothschild & Co Bank AG, please enter *https://eaccess.wm.de.rothschildandco.com*

Step 1a:

Select My profil in the top right corner, and select '**Manage Airlock 2FA**'.

Step 1b:

Select '**Activate 2FA device**' on the screen.

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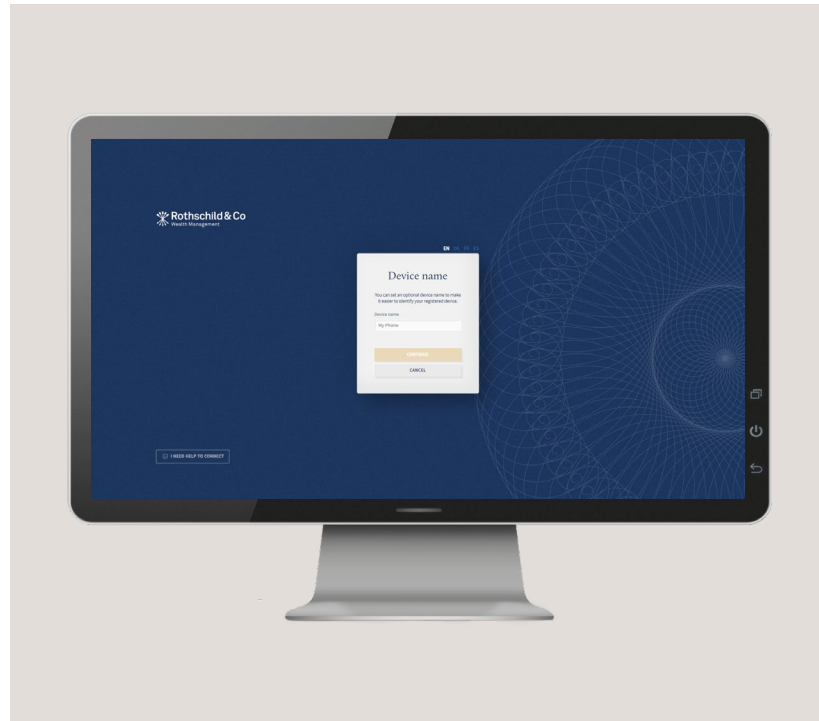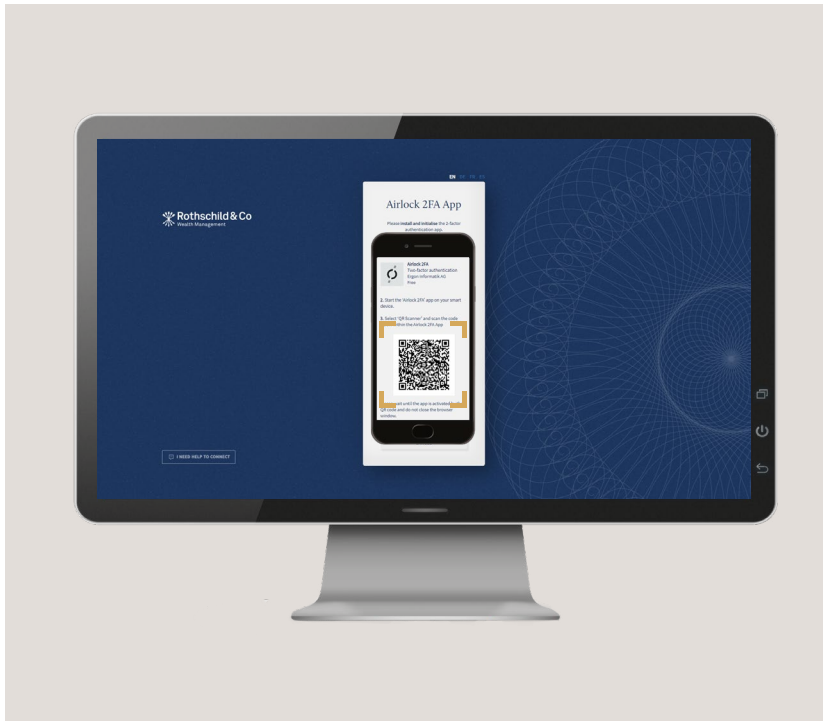# Step 1: Activate a new smart device (cont.)

Step 1c:

With your new smart device, open the Airlock 2FA app and select '**QR Scanner**' on the bottom of your smart device screen.

Using the QR Scanner in the Airlock 2FA app, hold your device up to scan the onscreen QR code.

Step 1d:

Once the QR code has been successfully scanned, the page will refresh and you will be asked to set an optional name for your smart device.

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Step 1: Activate a new smart device (cont.)

Step 1e:

You will now be able to choose which device to log in with in the future.