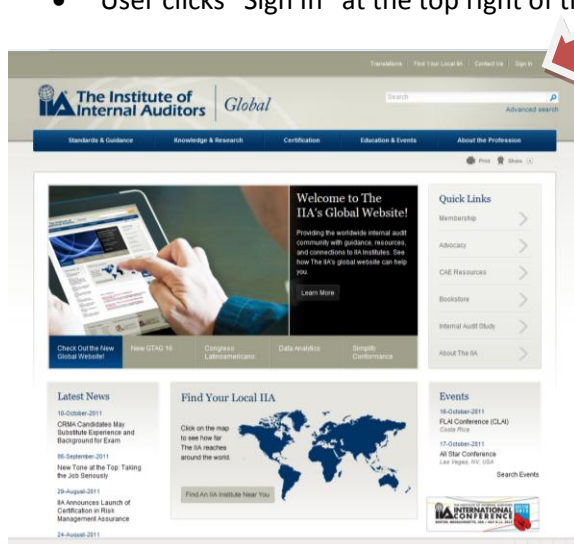


Instructions for User Account Activation for Global Website

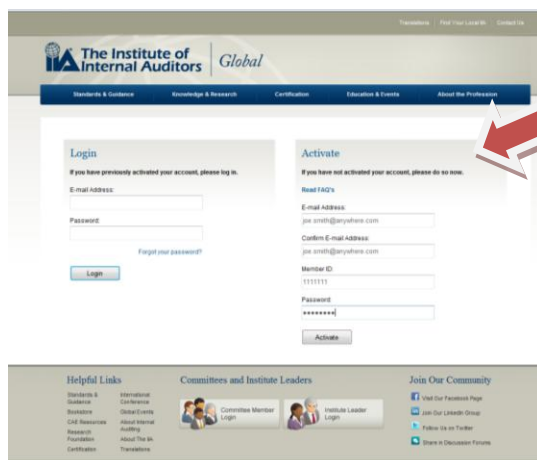
Visitors to the site will benefit from a new e-mail-based user login to access member- restricted content. When first logging into www.globaliia.org, users will need to activate their accounts.

User accounts are activated in the following manner:

- User clicks “Sign In” at the top right of the screen.



- User provides IIA membership number, password, and a preferred e-mail address in the “Activate” section.



- User receives account verification link via submitted e-mail account.

Sample e-mail from EXT_Prod@theiia.org:

Thank you for initiating the creation/update of your account with The Institute of Internal Auditors (The IIA). You are receiving this e-mail as the next step in account activation. In order to complete the activation process for your account, the verification of a valid e-mail address is required.

Please validate your e-mail address using the following link <member specific link here>.

Once you have completed the e-mail verification, you will receive another e-mail indicating that your account activation has been completed. Upon receiving notification of account activation you will be able to log into the website using your e-mail address and established password.

Thank you,
The Institute of Internal Auditors

- User verifies the e-mail address by clicking on provided link within 48 hours of receipt.
- Account is activated within 30 minutes of e-mail verification.
- User receives e-mail notification of login access.

Sample e-mail from: iia-noreply@theiia.org

<Member Name>,

Thank you for creating/updating your account with The Institute of Internal Auditors (The IIA). Your account has been activated and you are now able to login to www.globaliia.org using your designated e-mail address and password.

Your designated e-mail and login ID is: <member e-mail address>

If you are unable to remember the password you established during account activation, please use the Forgot Password link on the login screen.

For reference, your membership number associated with this account is: <member ID number>.

Thank you,
The Institute of Internal Auditors