

# Table of Contents

Registering Your Account.....	2
Step 1: Creating Your Account .....	2
Step 2: Authenticating Your Account.....	8
Appendix A—Authentication Methods.....	10
Google Authenticator.....	10
Phone (SMS) Authentication.....	20
Phone (Voice) Authentication.....	26

# Registering Your Account

## Registering Your Account

The following instructions are for new users only. If you have already registered your account, please refer to the [‘Accessing The Website’](#) instructions for access information.

### Step 1: Creating Your Account

1. Prior to accessing the website, you should have received a ‘Welcome Packet’ email from CMC Web Support that includes information required for registration. If you did not receive this email, please contact us at the following email address:

[cmcweb@sfgmembers.com](mailto:cmcweb@sfgmembers.com)

2. Click on the following link:

<https://www.sfgcorpmarkets.com/cmc/user/new>

3. The following screen appears

### Create New Login

- The e-mail address entered must be valid, match the email address where the ‘welcome packet’ was sent, and will become your username for the web site.
- The password for your new login must meet the following requirements:

**Password Requirements**

- Password must be a minimum of 8 characters in length.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 uppercase letter(s).
- Password must contain at least 1 digit(s).
- Only the following special characters are allowed: @,!,\$,\*,.,\_
- Password must not contain any part of your username (ex. if username is ‘Smith@domain.com’ then password cannot contain ‘smith’ or ‘domain’)
- Password must not contain your first or last name.

- Provide your new login information within the fields below and click on the ‘Create Login’ button below to submit your changes.

**NOTE:** The ‘Authorization Code’ included in the ‘welcome packet’ email is only valid for 24 hours. Please contact us at the email address below to request a new code.

- Click on the ‘Reset’ button to clear out your changes
- Click on the ‘Cancel’ button to cancel the change and be returned from the Home page
- If you do not have your agent number or authorization code, our contact information is below. Please provide your name and email address when contacting us.  
Email: [cmcweb@sfgmembers.com](mailto:cmcweb@sfgmembers.com)

**Email Address** (This will be your username)

**Re-enter Email Address**

**Password** (See above for requirements)

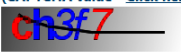
**Re-enter Password**

**Agent Number** (Must be one in which you have been granted permission)

**Authorization Code** (Included in your ‘welcome packet’ email)

**CAPTCHA Verification**

(CAPTCHA value - [Click here to request a new CAPTCHA image](#))



4. Complete the following fields:

- Email Address—enter your email address twice as this will become your Username
- Password—enter your password twice
- Agent Number—enter an agent number in which you have been granted access
- Authorization Code—enter the authorization code indicated in the 'welcome packet' email
- CAPTCHA Verification—enter the 'CAPTCHA' value displayed on the screen

5. Click on 'Create Login'

### Create New Login

- The e-mail address entered must be valid, match the email address where the 'welcome packet' was sent, and will become your username for the web site.
- The password for your new login must meet the following requirements:

**Password Requirements**

- Password must be a minimum of 8 characters in length.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 uppercase letter(s).
- Password must contain at least 1 digit(s).
- Only the following special characters are allowed: @, !, \$, \*, /, .
- Password must not contain any part of your username (ex. if username is 'Smith@domain.com' then password cannot contain 'smith' or 'domain')
- Password must not contain your first or last name.

- Provide your new login information within the fields below and click on the 'Create Login' button below to submit your changes.

**NOTE:** The 'Authorization Code' included in the 'welcome packet' email is only valid for 24 hours. Please contact us at the email address below to request a new code.

- Click on the 'Reset' button to clear out your changes
- Click on the 'Cancel' button to cancel the change and be returned from the Home page
- If you do not have your agent number or authorization code, our contact information is below. Please provide your name and email address when contacting us.  
Email: [cmcweb@sfgmembers.com](mailto:cmcweb@sfgmembers.com)

**Email Address** (This will be your username)

**Re-enter Email Address**

**Password** (See above for requirements)


**Re-enter Password**

**Agent Number** (Must be one in which you have been granted permission)

**Authorization Code** (Included in your 'welcome packet' email)

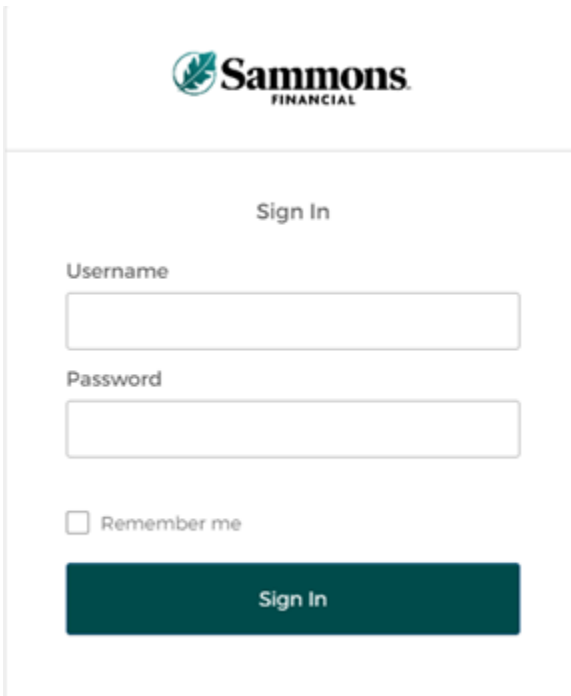
**CAPTCHA Verification**

(CAPTCHA value - [Click here to request a new CAPTCHA image](#))



**NOTE:** It may take several minutes to process your information. Please do not close the browser during this time.

6. A 'Sign In' box will appear



The screenshot shows the Sammons Financial logo at the top. Below it is a 'Sign In' section with a 'Username' label and an empty text input field. Underneath is a 'Password' label and another empty text input field. A checkbox labeled 'Remember me' is positioned below the password field. At the bottom of the form is a dark green rectangular button with the text 'Sign In' in white.

7. Type in the Username and Password that was just created and click on the 'Sign In' button



This screenshot is identical to the one above but includes red annotations. Three red-bordered boxes with arrows point to the form elements: the top box says 'Type in your username (e-mail address) here' and points to the Username field; the middle box says 'Type in your password here' and points to the Password field; the bottom box says 'Click on the 'Sign In' button here' and points to the Sign In button.

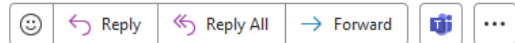
8. An email message is sent to the email address of the individual who has registered for an account at the email address you indicated during the 'registration' process

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Corporate Markets Web Site Welcome



Corporate Markets Web Support  
To  name@domain.com



Tue 2/18/2025 12:47 PM

Hello!

This email confirms that you have successfully created an account to access your information on the Sammons Corporate Markets Group website.

If you haven't already done so, please log into our web site using the following link  
<https://www.sfgcorpmarkets.com/cmcm/login/default>

If you have any questions, please feel free to contact us. Our contact information is indicated below:

Midland National Life Insurance Company  
4225 38th Street South, Suite 201 | Fargo, ND 58104  
Phone: 701-433-6472 | Fax: 701-433-8472  
[cmcweb@sfgmembers.com](mailto:cmcweb@sfgmembers.com) | [www.sfgcorpmarkets.com](http://www.sfgcorpmarkets.com)

9. Click on 'Reset' to clear out any information within the fields

## Create New Login

- The e-mail address entered must be valid, match the email address where the 'welcome packet' was sent, and will become your username for the web site.
- The password for your new login must meet the following requirements:

### Password Requirements

- Password must be a minimum of 8 characters in length.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 uppercase letter(s).
- Password must contain at least 1 digit(s).
- Only the following special characters are allowed: @, !, \$, \*, /, .
- Password must not contain any part of your username (ex. if username is 'Smith@domain.com' then password cannot contain 'smith' or 'domain')
- Password must not contain your first or last name.

- Provide your new login information within the fields below and click on the 'Create Login' button below to submit your changes.
- **NOTE:** The 'Authorization Code' included in the 'welcome packet' email is only valid for 24 hours. Please contact us at the email address below to request a new code.
- Click on the 'Reset' button to clear out your changes
- Click on the 'Cancel' button to cancel the change and be returned from the Home page
- If you do not have your agent number or authorization code, our contact information is below. Please provide your name and email address when contacting us.  
Email: [cmcweb@sfgmembers.com](mailto:cmcweb@sfgmembers.com)

**Email Address** (This will be your username)

**Re-enter Email Address**

**Password** (See above for requirements)

**Re-enter Password**

**Agent Number** (Must be one in which you have been granted permission)

**Authorization Code** (Included in your 'welcome packet' email)

**CAPTCHA Verification**

(CAPTCHA value - [Click here to request a new CAPTCHA image](#))



## 10. Click 'Cancel' to cancel registration of your account

### Create New Login

- The e-mail address entered must be valid, match the email address where the 'welcome packet' was sent, and will become your username for the web site.
- The password for your new login must meet the following requirements:

#### Password Requirements

- Password must be a minimum of 8 characters in length.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 uppercase letter(s).
- Password must contain at least 1 digit(s).
- Only the following special characters are allowed: @,!,\$,\*,.,/.
- Password must not contain any part of your username (ex. if username is 'Smith@domain.com' then password cannot contain 'smith' or 'domain')
- Password must not contain your first or last name.

- Provide your new login information within the fields below and click on the 'Create Login' button below to submit your changes.

- NOTE:** The 'Authorization Code' included in the 'welcome packet' email is only valid for 24 hours. Please contact us at the email address below to request a new code.
- Click on the 'Reset' button to clear out your changes
- Click on the 'Cancel' button to cancel the change and be returned from the Home page
- If you do not have your agent number or authorization code, our contact information is below. Please provide your name and email address when contacting us.  
Email: [cmcweb@sfgmembers.com](mailto:cmcweb@sfgmembers.com)

**Email Address** (This will be your username)

**Re-enter Email Address**

**Password** (See above for requirements)

**Re-enter Password**

**Agent Number** (Must be one in which you have been granted permission)

**Authorization Code** (Included in your 'welcome packet' email)

**CAPTCHA Verification**

(CAPTCHA value - [Click here to request a new CAPTCHA image](#))



**CONGRATULATIONS! YOU HAVE SUCCESSFULLY CREATED YOUR ACCOUNT**

**CONTINUE TO [STEP 2](#) TO COMPLETE YOUR REGISTRATION**

## Step 2: Authenticating Your Account

1. Type in the Username and Password that was just created and click on the 'Sign In' button



The screenshot shows the Sammons Financial sign-in page. At the top is the Sammons Financial logo. Below it are two input fields: 'Username' and 'Password'. A 'Remember me' checkbox is located below the password field. At the bottom is a dark green 'Sign In' button. Red callout boxes with arrows point to each of these elements: the Username field, the Password field, the 'Sign In' button, and the 'Remember me' checkbox.

Type in your username (e-mail address) here

Username

Type in your password here

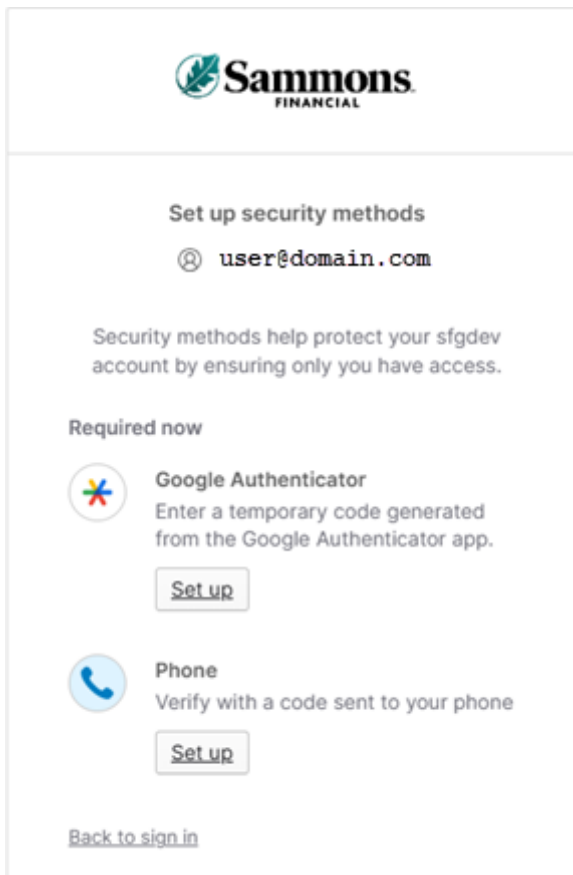
Password

Click on the 'Sign In' button here

Remember me

Sign In

2. **When accessing your account for the first time**, the following screen will display



The screenshot shows the Sammons Financial security setup screen. At the top is the Sammons Financial logo. Below it is the heading 'Set up security methods' followed by the email address 'user@domain.com'. A paragraph explains that security methods help protect the account. Under the heading 'Required now', there are two options: 'Google Authenticator' and 'Phone'. Each option has a 'Set up' button. At the bottom is a link 'Back to sign in'.

Set up security methods

user@domain.com

Security methods help protect your sfgdev account by ensuring only you have access.

Required now

Google Authenticator  
Enter a temporary code generated from the Google Authenticator app.  
[Set up](#)

Phone  
Verify with a code sent to your phone  
[Set up](#)

[Back to sign in](#)

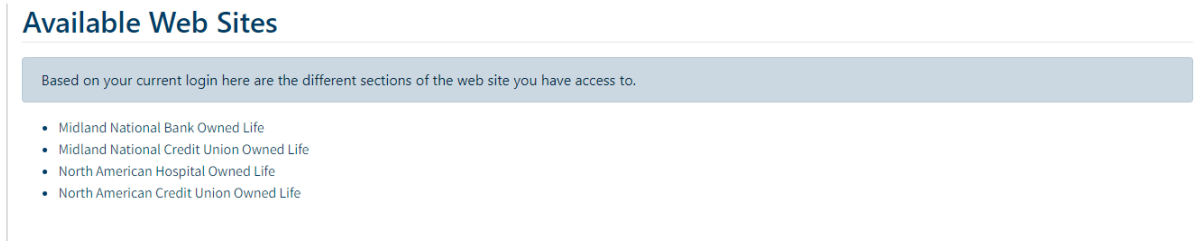
3. Select **ONE** of the methods indicated on the screen to ‘authenticate’. This is just another way for us to ensure the safety of your information. The different methods are described below
- **Google Authenticator**—this method will require you to download the Google Authenticator app onto your mobile device. An authentication code will be provided within Google Authenticator.
  - **Phone**—this method will send the authentication code via a text message to your mobile device. This is the quickest and most common method for authentication.

For screenshots of each of these methods, refer to [Appendix A](#) in this document.

**NOTE:** The authentication process will only be required in the following situations:

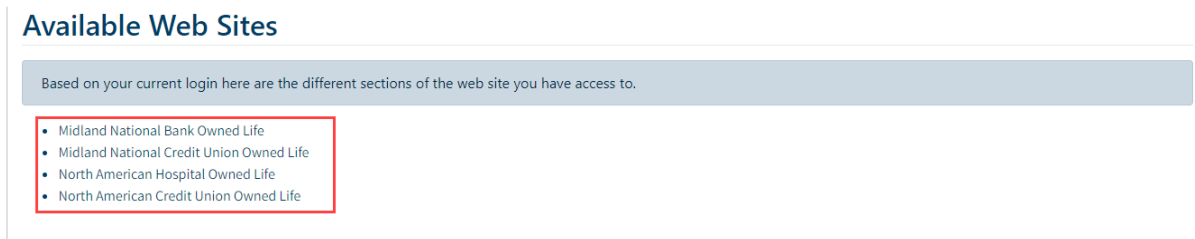
1. Logging into your account for the first time
2. Logging into your account with a different device than the one used for registration
3. More than 90 days have elapsed since you logged into your account

4. After authenticating your account, the following screen appears



5. Click on the appropriate website link to view the various sub-sites

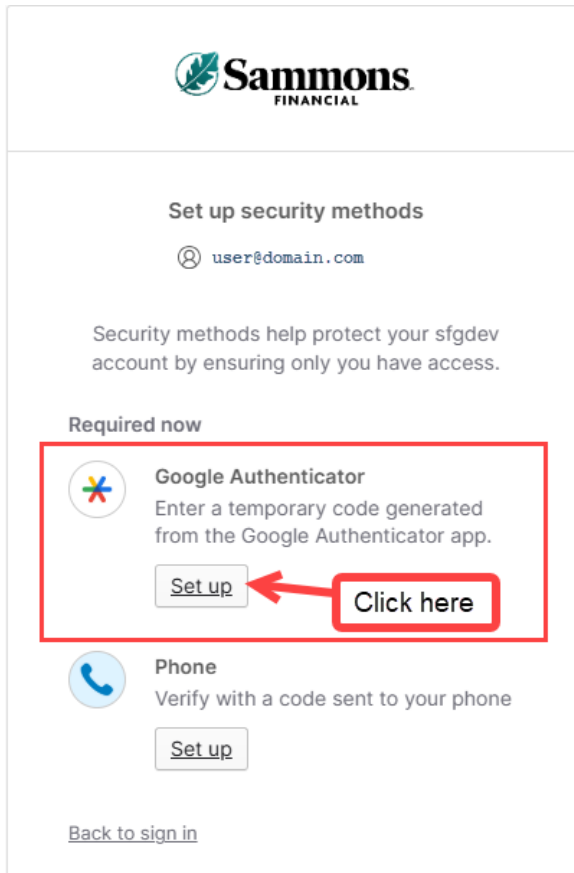
**NOTE:** The sub-site links available to you will depend on the access given to you by our home office



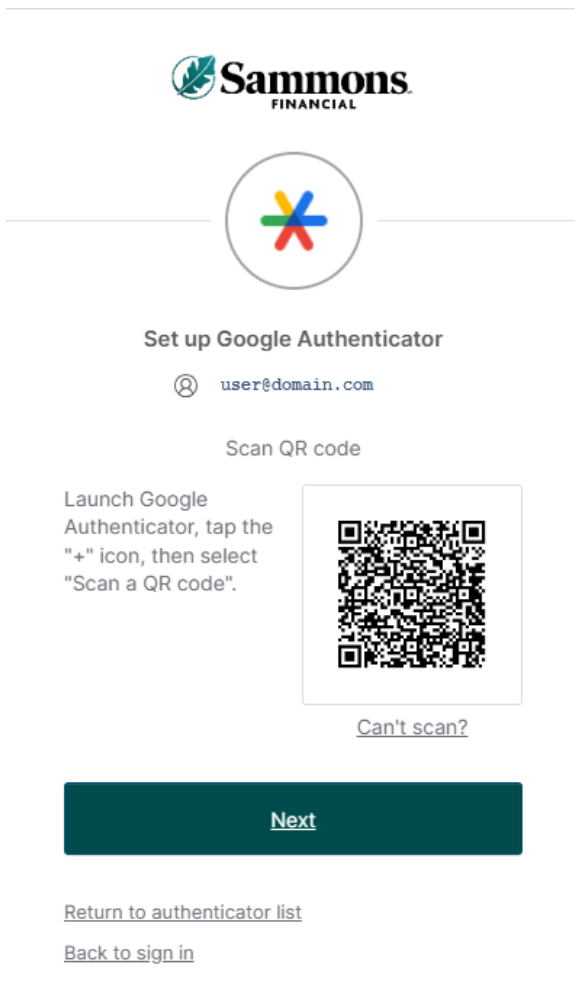
# Appendix A—Authentication Methods

## Google Authenticator

1. From the authentication screen, click on the 'Setup' button underneath the Google Authenticator method



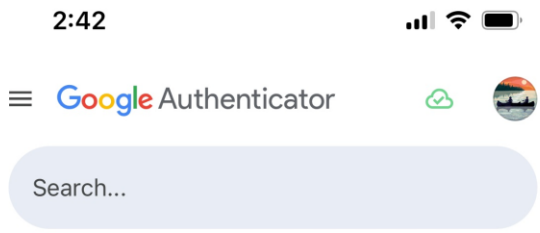
2. The following screen appears



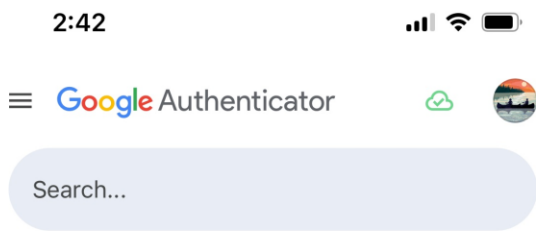
**NOTE:** Please note that you will need to download the Google Authenticator app to your mobile device before proceeding with the next steps

3. Open Google Authenticator

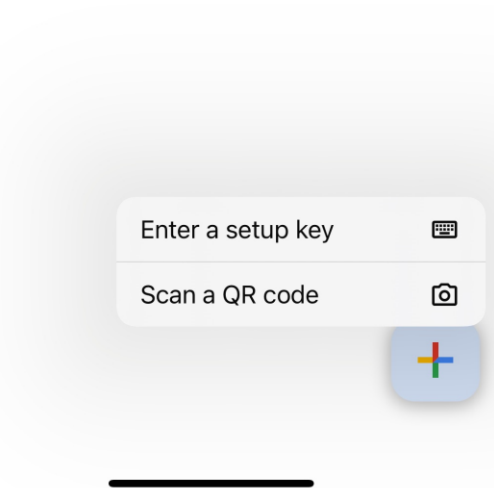
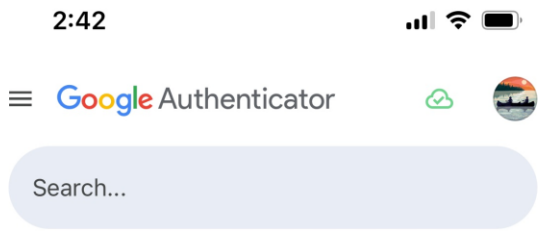
4. The following screen appears on your mobile device



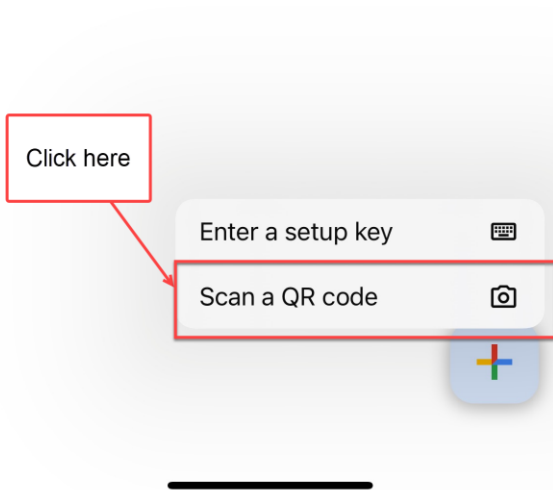
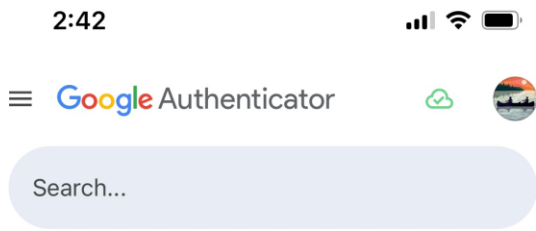
5. Click on the '+' sign shown on the bottom right of the screen of your mobile device



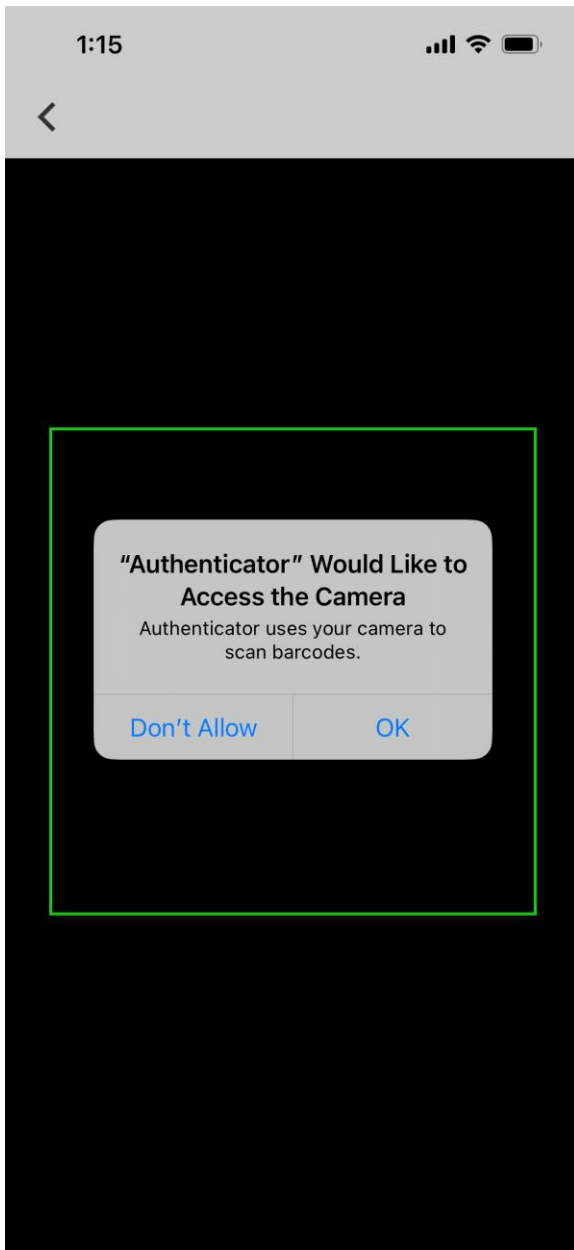
6. The following pop-up box displays



7. Click on 'Scan a QR code'

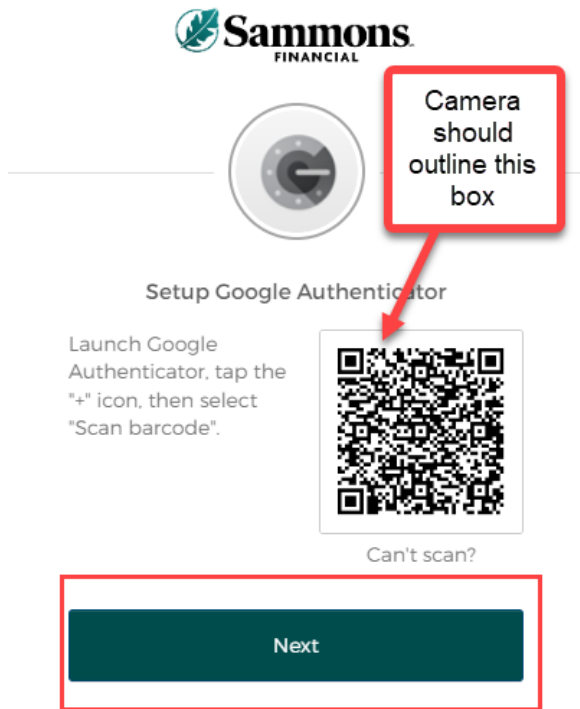


8. This will open the camera on your mobile device



9. Scan the code displayed on your browser
  - a. Select 'OK'
  - b. The camera will have a green box on it

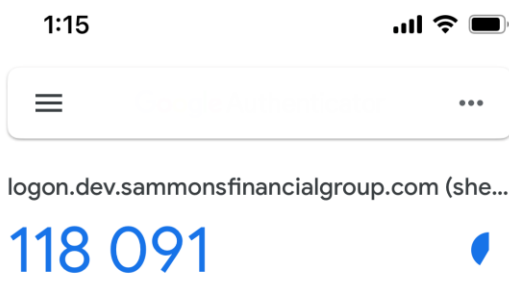
10. Return to your browser screen which should be displaying the following screen



11. Move your camera so that the green box is outlined around the code shown above

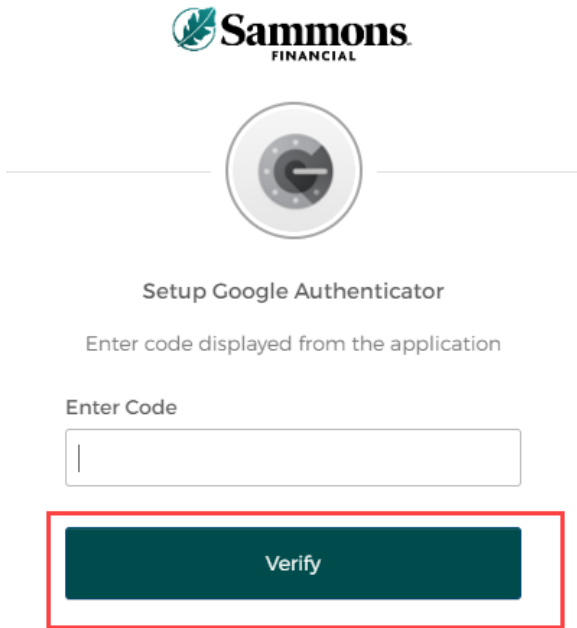
12. Click on the 'Next' button

- a. Return to Google Authenticator on your mobile device
- b. A code should appear on the application



13. Return to your browser

14. Type the code that is displayed in Google Authenticator into the box shown on the following screen



**Sammons**  
FINANCIAL

Setup Google Authenticator

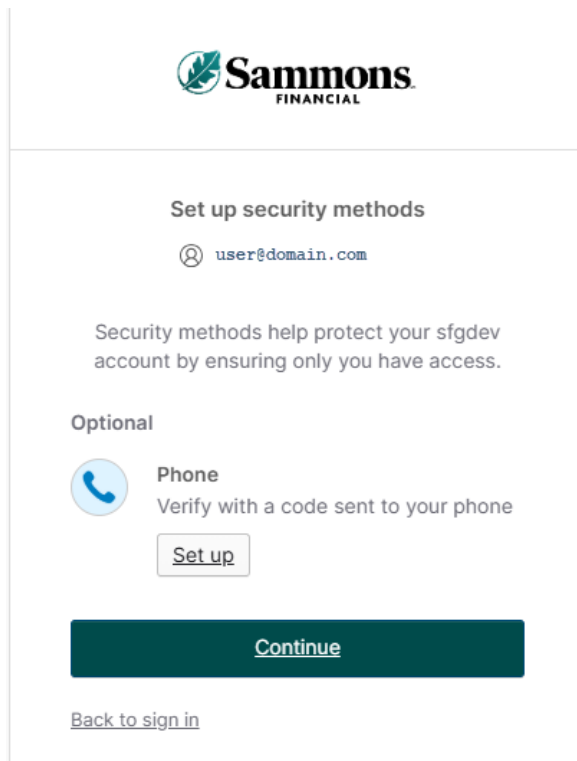
Enter code displayed from the application

Enter Code

Verify

15. Click on the 'Verify' button

16. The following screen will be displayed




**Sammons**  
FINANCIAL

Set up security methods

user@domain.com

Security methods help protect your sfgdev account by ensuring only you have access.

Optional

 **Phone**  
Verify with a code sent to your phone

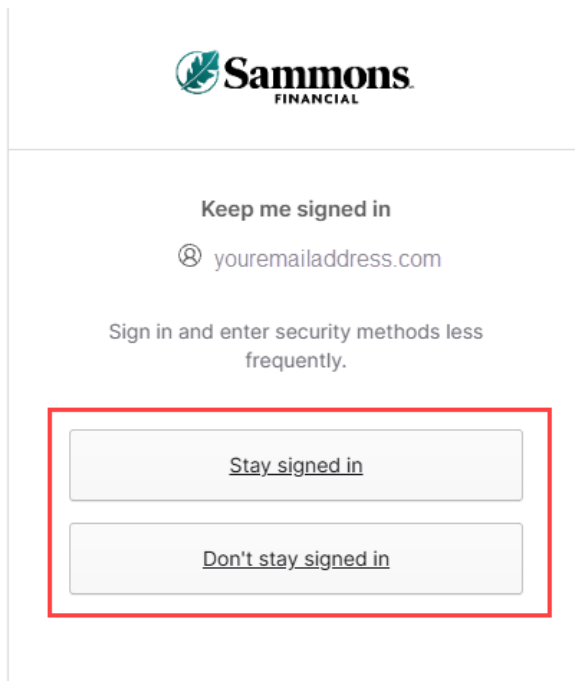
Set up

Continue

[Back to sign in](#)

17. Click on the 'Continue' button

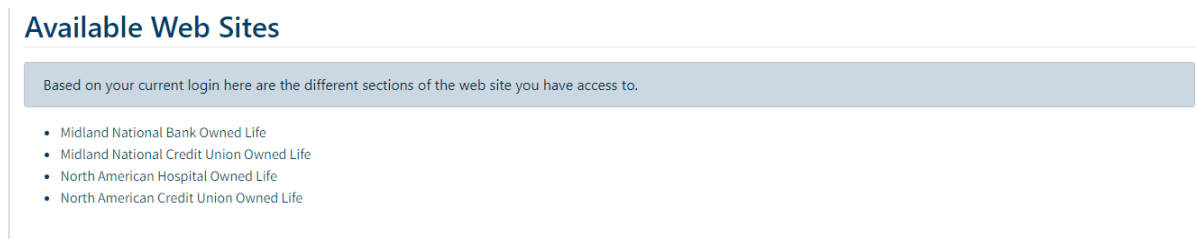
18. The following screen will be displayed



- a. If you want the browser to remember your authentication, click on 'Stay signed in'
- b. If you don't want the browser to remember your authentication, click on 'Don't stay signed in'

19. Once you have completed the multifactor authentication, the following screen will be displayed

**NOTE:** The links displayed on the screen will be dependent upon the access rights you have been granted



## Phone (SMS) Authentication

1. From the authentication screen, click on the 'Setup' button underneath the Phone Authentication method

**Sammons**  
FINANCIAL

**Set up security methods**

user@domain.com

Security methods help protect your sfgdev account by ensuring only you have access.

**Required now**

**Google Authenticator**  
Enter a temporary code generated from the Google Authenticator app.



[Set up](#)

**Phone**  
Verify with a code sent to your phone


[Set up](#) **Click here**

[Back to sign in](#)

2. The following screen display is displayed



**Set up phone authentication**

 user@domain.com

Enter your phone number to receive a verification code via SMS.

SMS  
 Voice call

**Country/region**

United States ▼



**Phone number**

+1

**Receive a code via SMS**

[Return to authenticator list](#)  
[Back to sign in](#)

3. Type in the phone number of your mobile device and click on the 'Receive a code via SMS' button  
**NOTE:** 'SMS' refers to getting a text message on your mobile device



**Set up phone authentication**

Ⓜ user@domain.com

Enter your phone number to receive a verification code via SMS.

SMS  
 Voice call

**Country/region**  
United States ▼

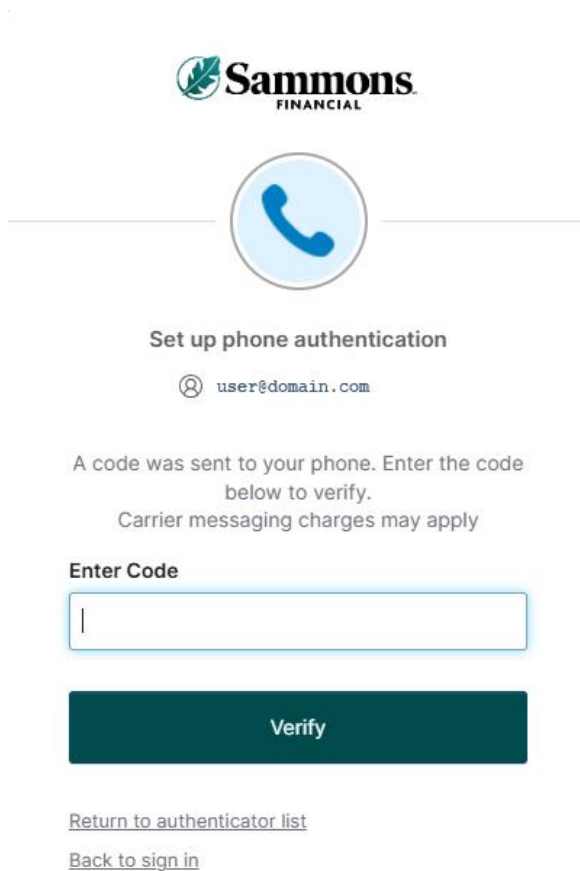
**Phone number**  
+1 [input field]

**Receive a code via SMS**

[Return to authenticator list](#)  
[Back to sign in](#)

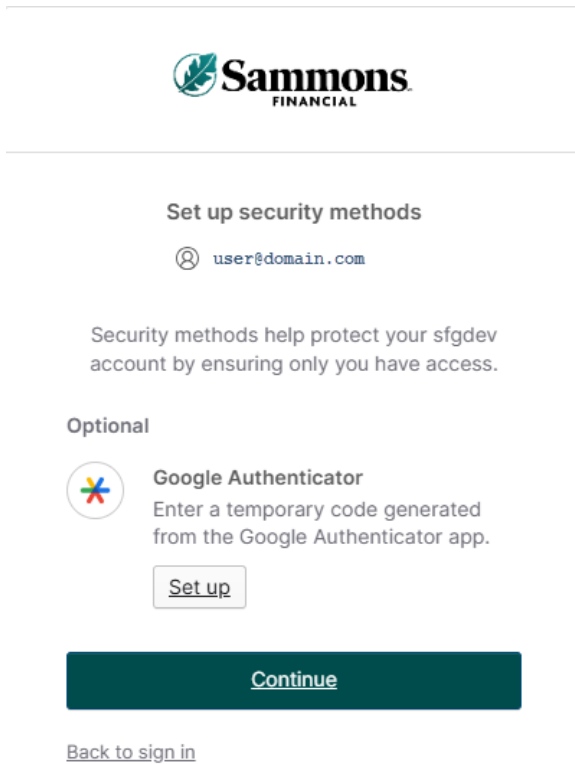
4. A text message will be sent to your mobile device containing a code

5. After clicking on the 'Receive a code via SMS' button above, the following screen will be displayed

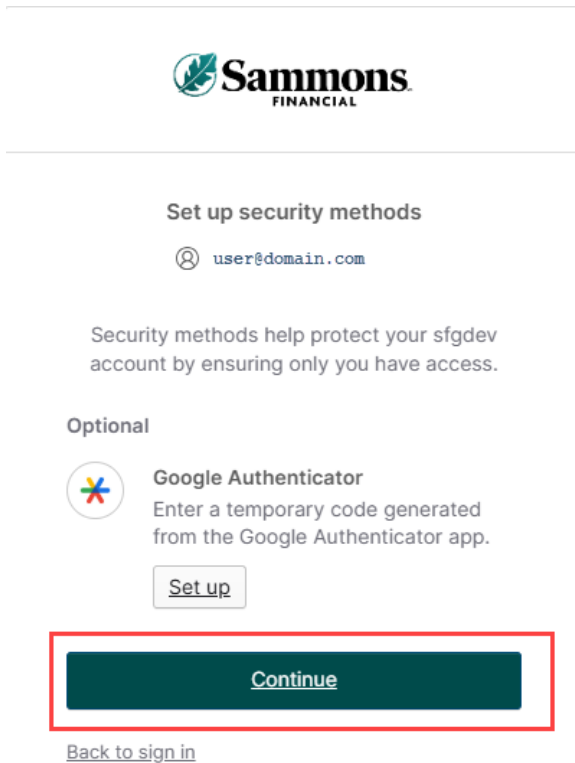


6. Type the code that was sent to your mobile device in the 'Enter Code' field
7. Click on the 'Verify' button

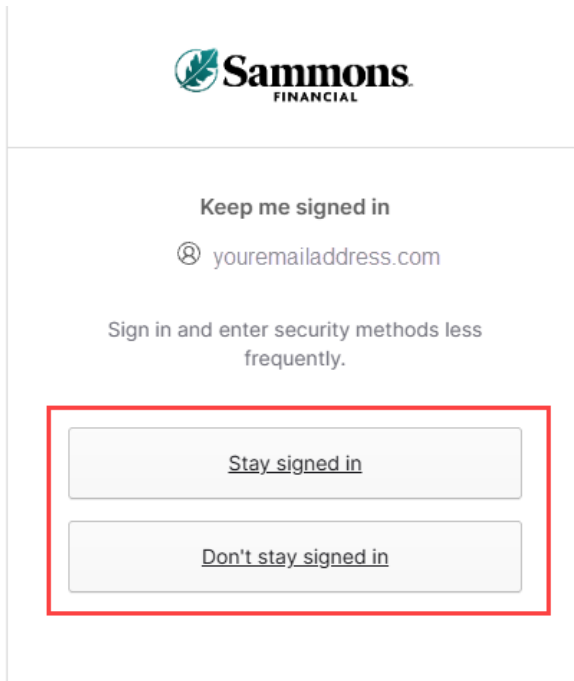
8. The following screen will be displayed



9. Click on the 'Continue' button

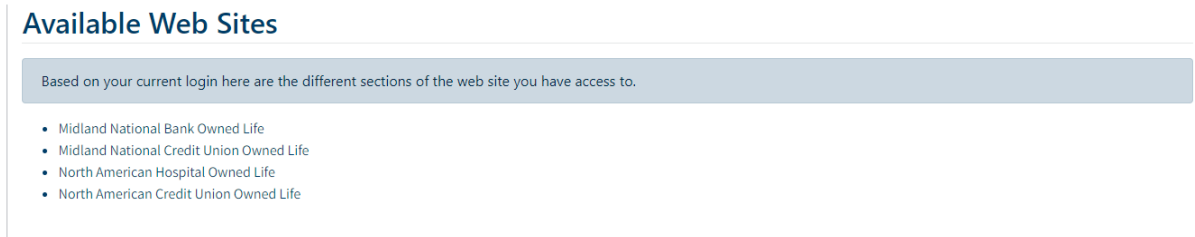


10. The following screen will be displayed



- a. If you want the browser to remember your authentication, click on 'Stay signed in'
- b. If you don't want the browser to remember your authentication, click on 'Don't stay signed in'

11. Once you have completed the multifactor authentication, the following screen will be displayed



## Phone (Voice) Authentication

1. From the authentication screen, click on the 'Setup' button underneath the Phone Authentication method

**Sammons**  
FINANCIAL

**Set up security methods**

user@domain.com

Security methods help protect your sfgdev account by ensuring only you have access.

**Required now**

**Google Authenticator**  
Enter a temporary code generated from the Google Authenticator app.



[Set up](#)

**Phone**  
Verify with a code sent to your phone


[Set up](#) **Click here**

[Back to sign in](#)

2. The following screen display is displayed



**Set up phone authentication**

 user@domain.com

Enter your phone number to receive a verification code via SMS.

SMS  
 Voice call

**Country/region**  
United States ▼

**Phone number**  
+1

**Receive a code via SMS**

[Return to authenticator list](#)  
[Back to sign in](#)

3. Select the 'Voice Call' radio button



### Set up phone authentication

 user@domain.com

Enter your phone number to receive a verification code via SMS.

SMS

Voice call

#### Country/region

United States ▼

#### Phone number



+1

Receive a code via SMS


[Return to authenticator list](#)

[Back to sign in](#)

4. The following screen is displayed



**Set up phone authentication**

 user@domain.com

Enter your phone number to receive a verification code via voice call.

SMS

Voice call

**Country/region**

United States ▼

**Phone number**

+1



**Extension**

**Receive a code via voice call**

[Return to authenticator list](#)

[Back to sign in](#)

5. Type in the phone number to be used for contact and click on the 'Receive a code via voice call' button

  
  
**Set up phone authentication**  
Ⓜ user@domain.com  

Enter your phone number to receive a verification code via voice call.

SMS  
 Voice call

**Country/region**  
United States ▼

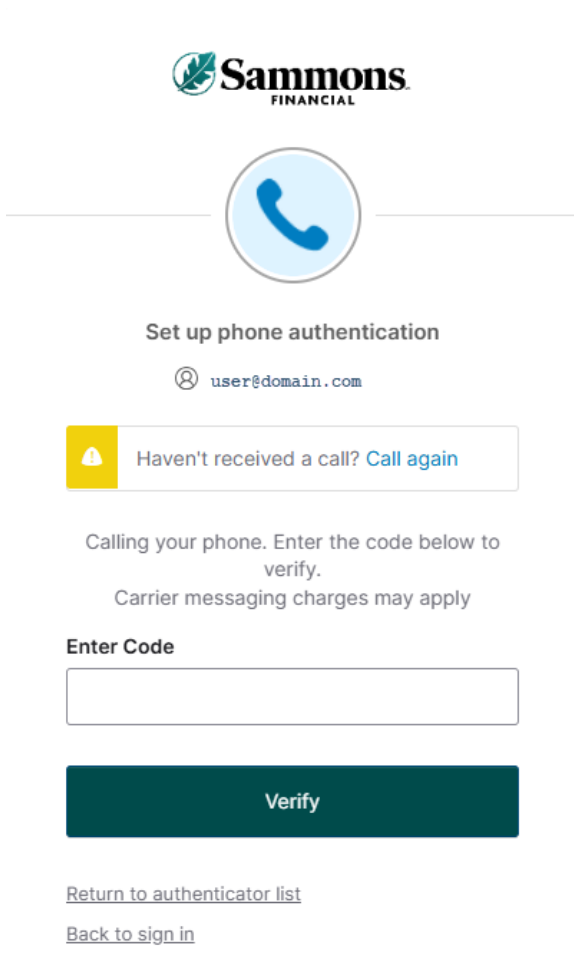
**Phone number**  
+1

**Extension**

**Receive a code via voice call**

[Return to authenticator list](#)  
[Back to sign in](#)

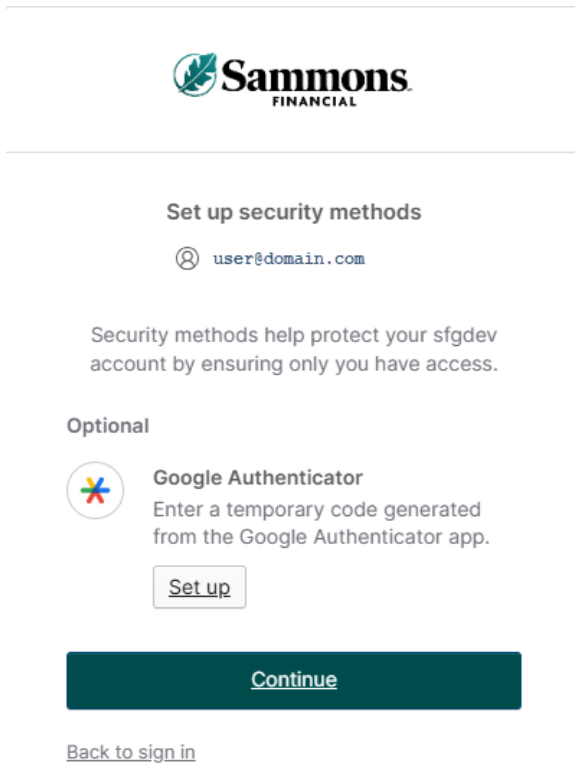
6. The following screen will be displayed



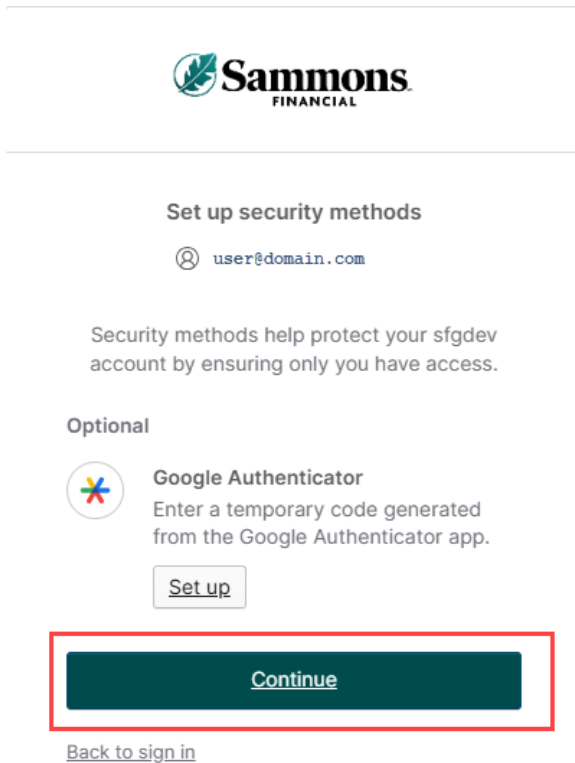
The screenshot shows the Sammons Financial logo at the top. Below it is a circular icon with a blue telephone handset. The main heading is "Set up phone authentication". Underneath, there is a user email address "user@domain.com" with a small person icon to its left. A yellow warning box contains a bell icon and the text "Haven't received a call? [Call again](#)". Below this, the text reads "Calling your phone. Enter the code below to verify." and "Carrier messaging charges may apply". There is a label "Enter Code" above a text input field. A dark green "Verify" button is positioned below the input field. At the bottom, there are two links: "[Return to authenticator list](#)" and "[Back to sign in](#)".

7. You will receive a call on your phone that will provide a code via an automated voice
8. Type the code provided by the automated voice on your phone call in the 'Enter Code' field
9. Click on the 'Verify' button

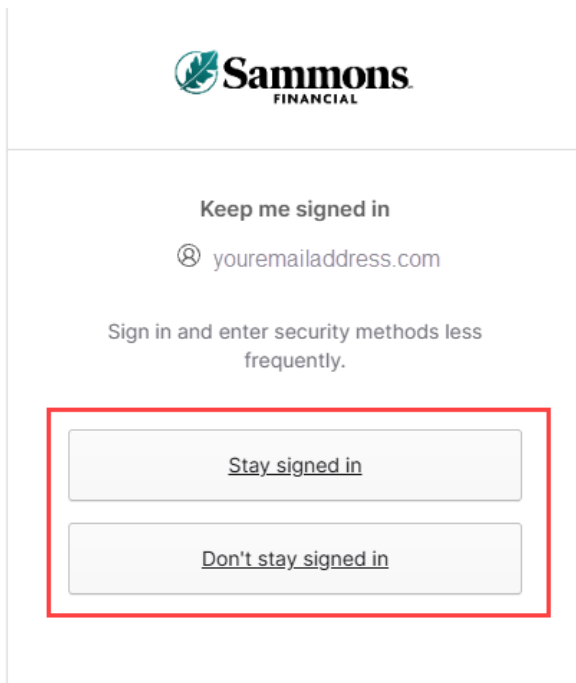
10. The following screen will be displayed



11. Click on the 'Continue' button



12. The following screen will be displayed



- a. If you want the browser to remember your authentication, click on 'Stay signed in'
- b. If you don't want the browser to remember your authentication, click on 'Don't stay signed in'

13. Once you have completed the multifactor authentication, the following screen will be displayed

### Available Web Sites

Based on your current login here are the different sections of the web site you have access to.

- Midland National Bank Owned Life
- Midland National Credit Union Owned Life
- North American Credit Union Owned Life