

Registering for Advisor Portal with an active Repsource profile

Advisor Portal secure is your single point of contact for your Individual Insurance, Health & Dental, Travel, Group Retirement Services and Manulife Bank business.

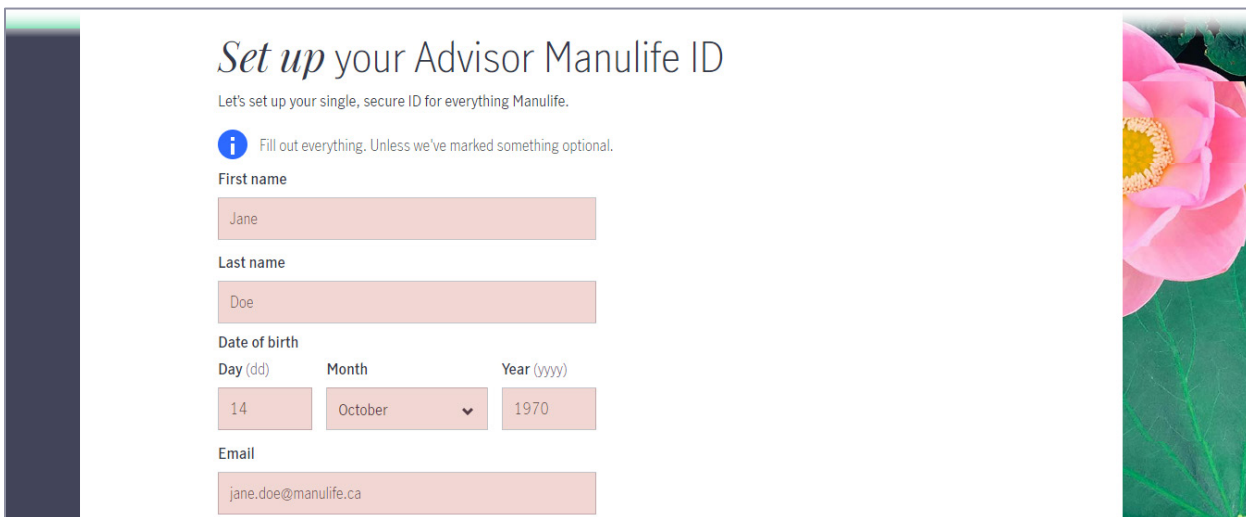
When registering for Advisor Portal you will be asked to create an Advisor Manulife ID first. Your Advisor Manulife ID is a single, secure username and password that will replace your existing Repsource username and password.

To prepare for a smooth registration process, we recommend you have the following information ready:

- Repsource username
- Email address associated with your Repsource account

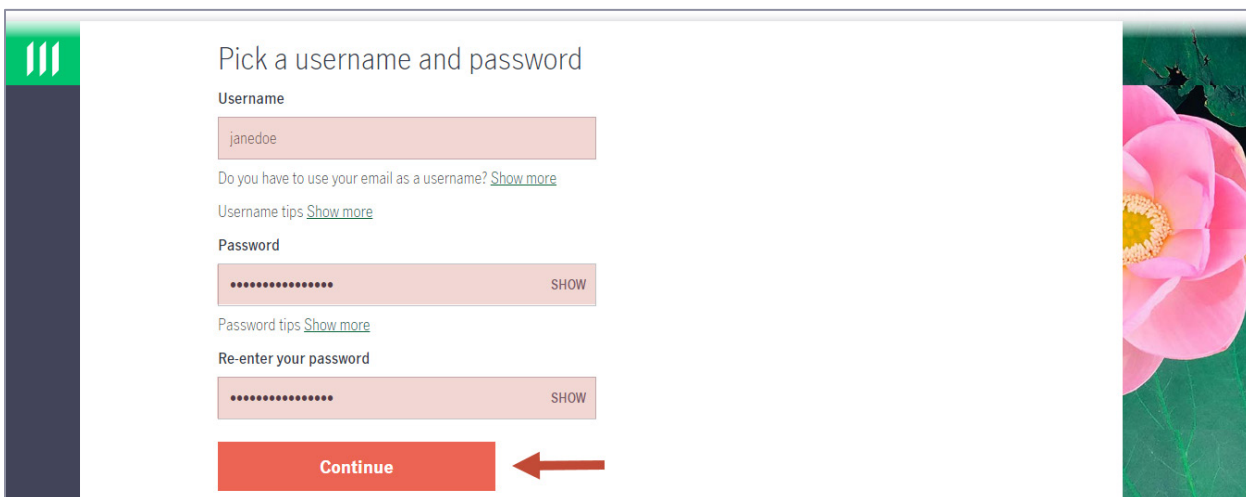
Step 1: Using Chrome or Microsoft Edge, navigate to [Advisor Portal](#) (or type: id.advisor.manulife.ca/advisor/register)

Step 2: Fill out everything, unless we've marked something optional.



The screenshot shows the registration form titled "Set up your Advisor Manulife ID". It includes a sub-header "Let's set up your single, secure ID for everything Manulife." and an information icon with the text "Fill out everything. Unless we've marked something optional." The form fields are: First name (Jane), Last name (Doe), Date of birth (Day: 14, Month: October, Year: 1970), and Email (jane.doe@manulife.ca). A decorative image of a pink flower is on the right side.

Step 3: Pick your **username** and **password**. If you have an existing Repsource profile, go ahead and add that information here, then select **Continue**.

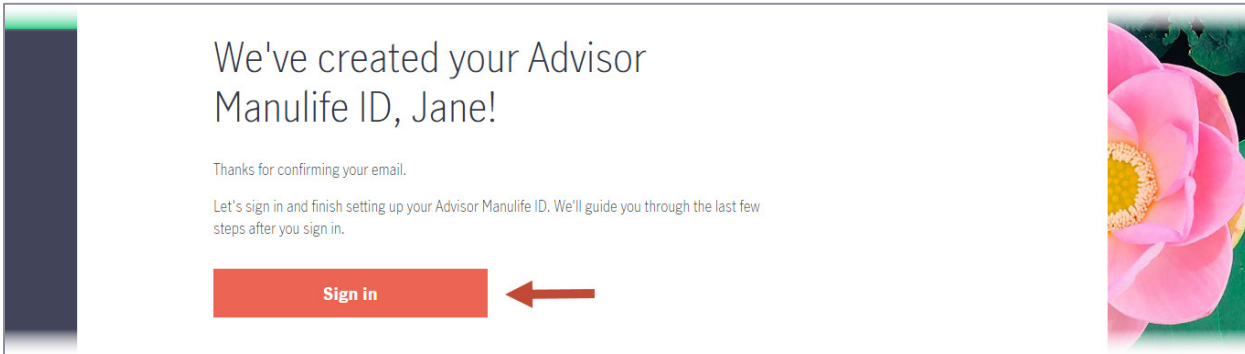


The screenshot shows the "Pick a username and password" registration form. It includes the Manulife logo in the top left corner. The form fields are: Username (janedoe), Password (masked with dots), and Re-enter your password (masked with dots). There are "SHOW" buttons for the password fields and "Show more" links for "Do you have to use your email as a username?", "Username tips", and "Password tips". A red "Continue" button is at the bottom, with a red arrow pointing to it from the right. A decorative image of a pink flower is on the right side.

Step 4: Within a few minutes, an email confirmation will be sent to the email provided asking you to confirm your email address. You will have 15 minutes to select the link within your email.



Step 5: Once selected, your Advisor Manulife ID will be created. Select the **Sign in** button to continue.

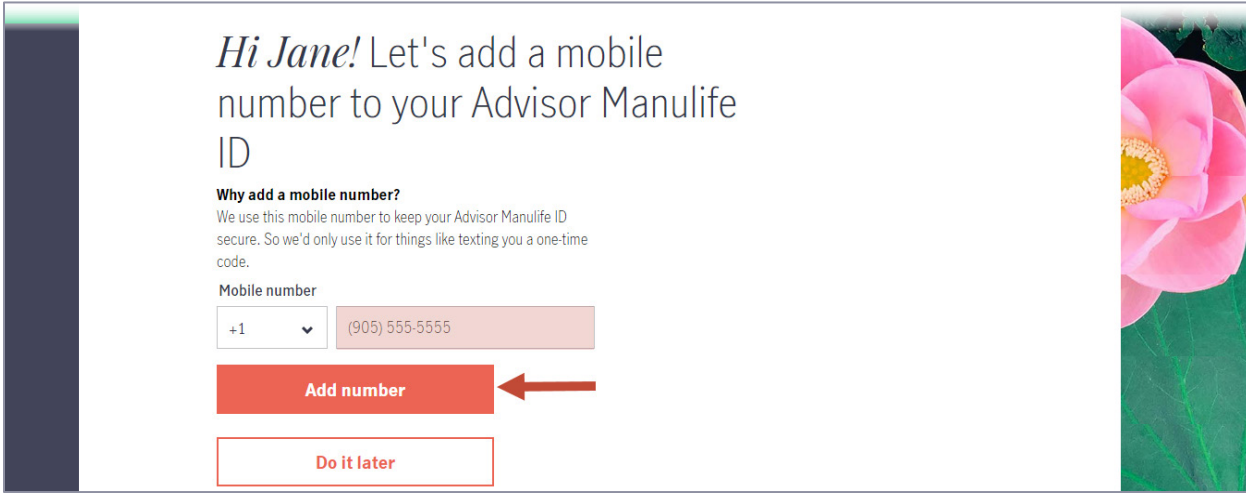


Step 6: Enter your new **Advisor Manulife username** and **password** you just set up and then select **Sign in**.

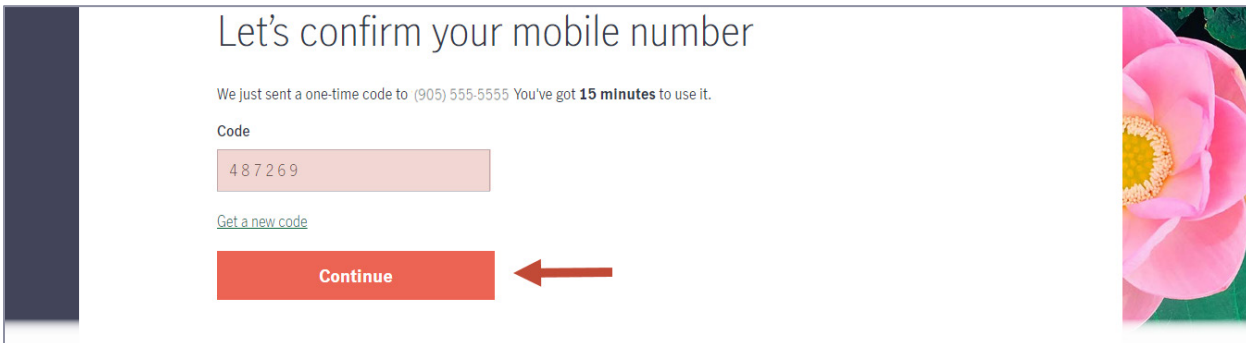


Step 7: This is where you can add an optional mobile number to your profile to enhance the security level of our site. **Enter the mobile number** and select **Add number**.

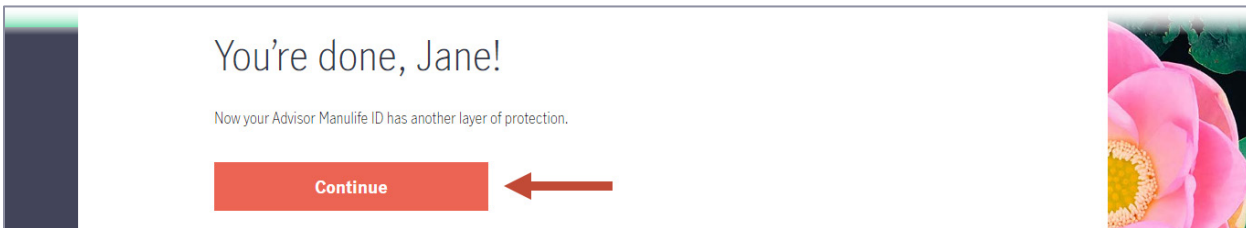
If you do not have a mobile number, select **Do it later** to by-pass this screen.



Step 8: A text message with a one-time code will be sent to the mobile number provided. Simply enter the code and select **Continue**.

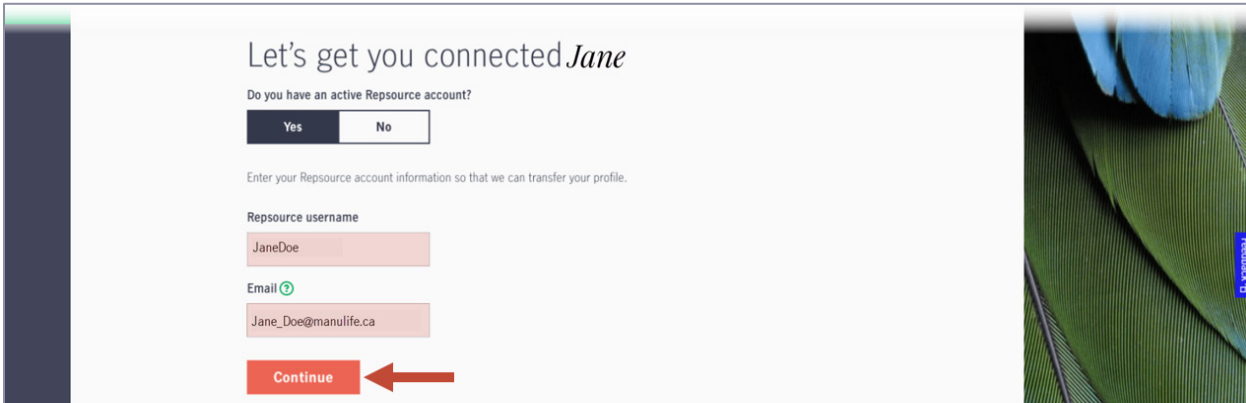


Step 9: Select **Continue**.



Step 10: This is where we will connect the Advisor Manulife ID you just set up with your existing Repsource profile.

Select **Yes** and enter your existing **Repsource username** and the **email address** that's associated with that profile, then select **Continue**.



Let's get you connected *Jane*


Do you have an active Repsource account?

Yes No

Enter your Repsource account information so that we can transfer your profile.

Repsource username

JaneDoe

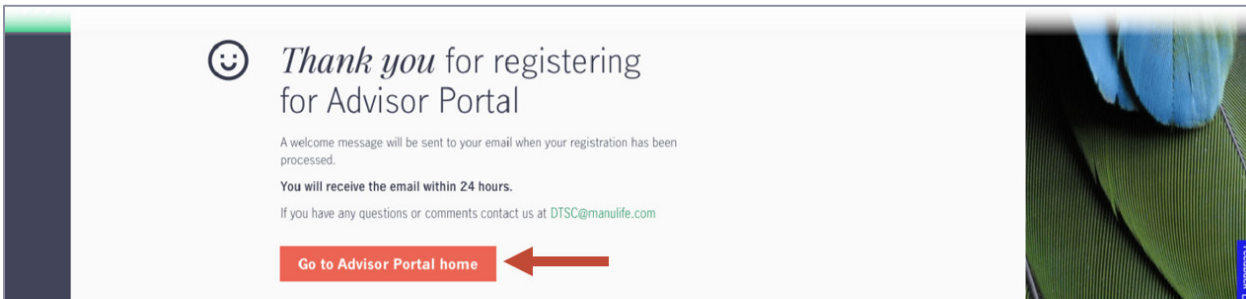
Email 


Jane_Doe@manulife.ca

Continue ←

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Step 11: Your profile will be created. Once your account has been confirmed, you will receive an email that includes the verification link to complete your registration.



 *Thank you* for registering for Advisor Portal

A welcome message will be sent to your email when your registration has been processed.

You will receive the email within 24 hours.

If you have any questions or comments contact us at DTSC@manulife.com

Go to Advisor Portal home ←

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Where to go for help

If you have technical issues with the registration process, call the Distribution Technology Support Centre at 1-800-667-4266 or email dtsc@manulife.ca.