

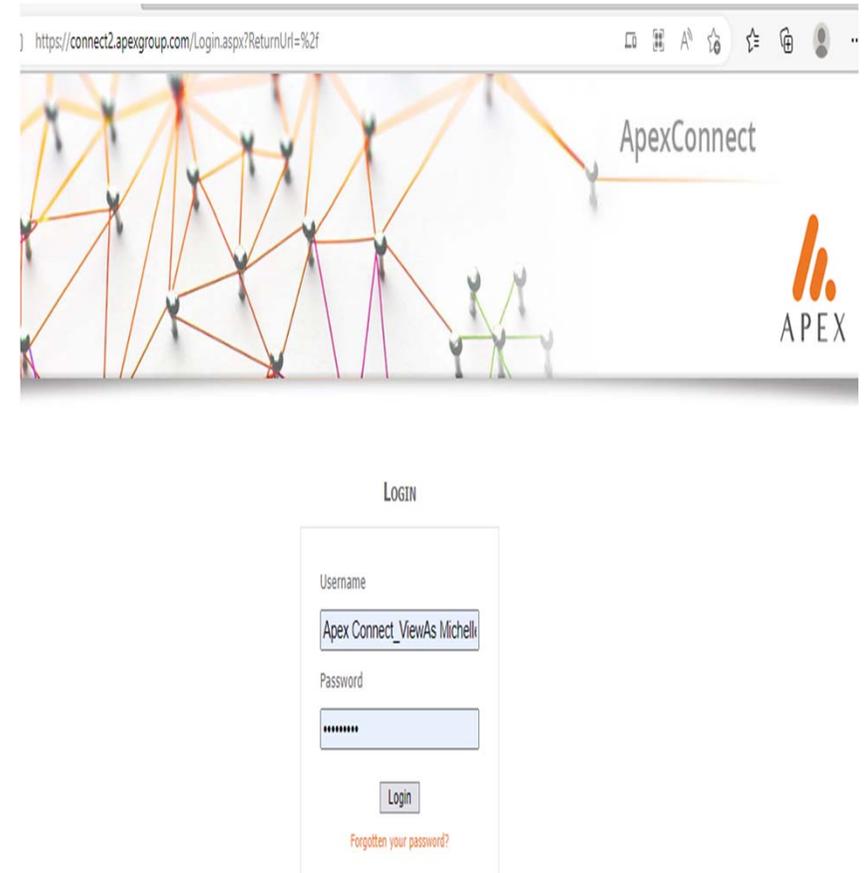
Apex Connect User Access Guide

- 1** Access to the Investor Portal
- 2** Forgot your password
- 3** Two Factor Authentication (“2FA”)
- 4** Access Management
- 5** Support Service Contact Detail



1 Access to the Investor Portal

- **Default browsers** are Google Chrome or Microsoft Edge.
- Web portal: <https://connect2.apexgroup.com/Login>
- All users will need to log on and follow instructions upon receipt of their online access eMails which will come from Apex Connect [NoReply...@apexfs.group].
- All users must download the Google Authenticator application.
- All connections require your unique user ID, password and 2FA.
- Should the investor not have logged in within 72 hours of receiving login emails, they should email apexconnect@apexfs.group to request a password reset.



2 Change your password?

- This option is only applicable after a permanent password has been registered for the account.
- Input current password.
- Create new password.
- Confirm new password.
- Click on Update.

Change Password

Current Password

Passwords are required to be a minimum of 8 characters in length and contain at least 1 non-alphanumeric character.

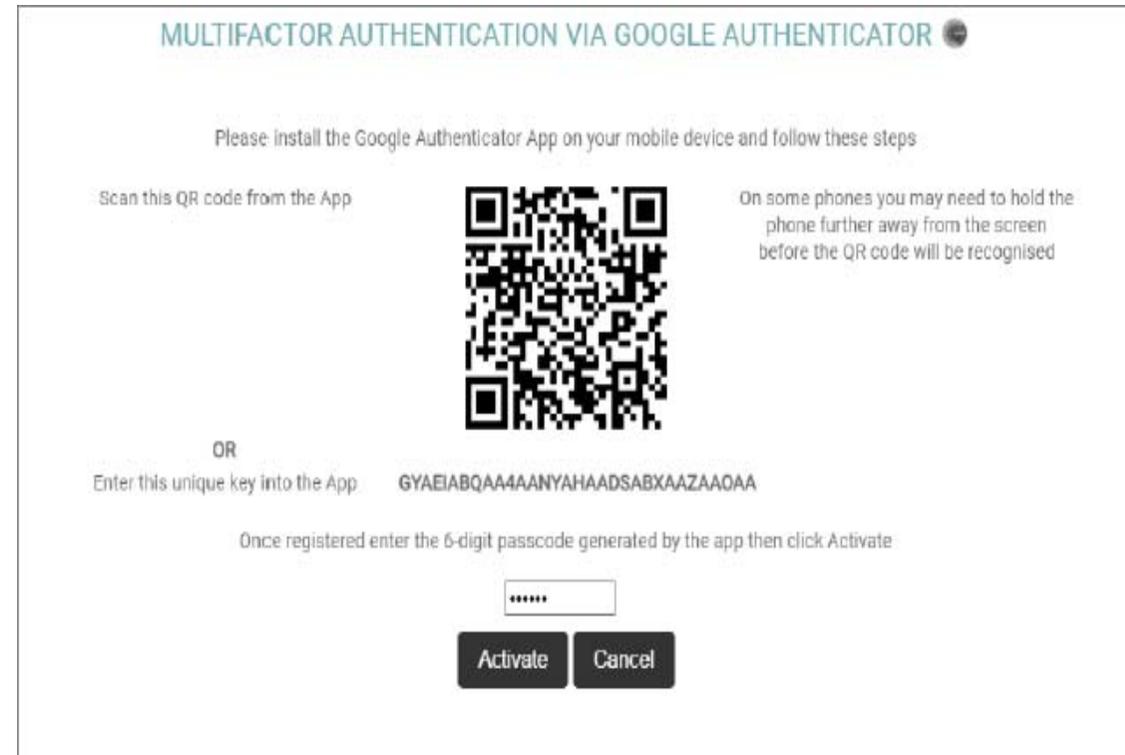
New Password

Confirm New Password

Update

3 Two Factor Authentication

- Each user will need to set up the 2FA and follow the on-screen instructions.
- Only one registered user per registered shareholder is currently permitted.



4 Access Management

- **Forgot your password** is available on the Login screen.
- **Change Password** is available if you want to change your password only after registering.

5 Support Service Contact Details

- **Support** is available Monday to Friday 09:00 – 17:00 (UK time) via eMail to apexconnect@apexfs.group.