Logging in for the First Time

Setting up your Account

SYDNEY MARKETS

First Time Login Process

Upon the set up of your account, you will receive an email from Sydney Markets.

The email will include:

- Your **username** which you will need to use this to login going forward.

- A **link** that will take you to set up your password and other account details.

> **TIP**
>
> Your username is your email followed by '.smlhub'. Not entering the '.smlhub' will lead to login error.

You will then be taken to the first time login process where you will have to undertake a few steps to set up your account.

Trader Directory Consent

Provide Consent to display your details and all companies associated with Sydney Markets on the Trader Directory.

1. You can toggle to either **I Agree** or **Do not display on Trader Directory**

2. Click **Next**
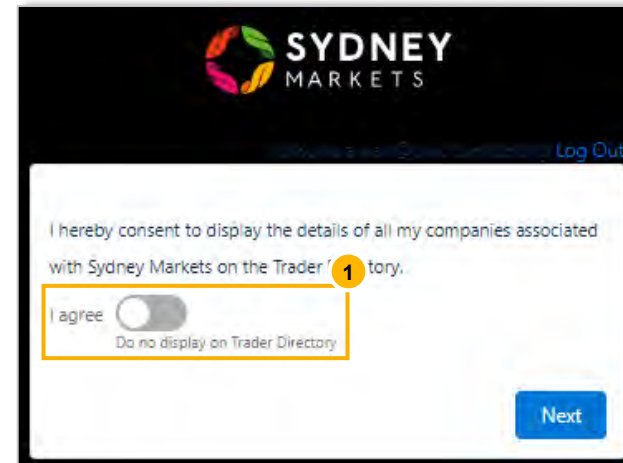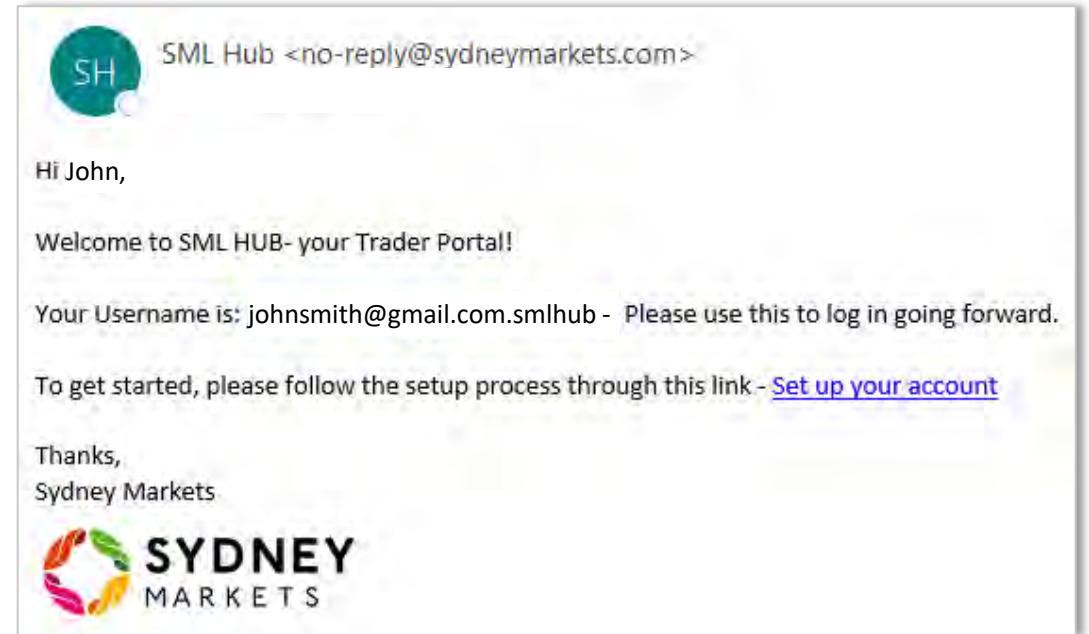
First Time Login Process

Verify Contact and Add New Contacts

1. You will be asked to verify details for all the contacts currently related to your account. The details include:
   a. First and Last Name
   b. Email
   c. Mobile
   d. Role in the company
   e. Consent to 'Display these details on Sydney Markets Trader Directory'

2. You will then be asked to add another other contacts so they can also receive communications from Sydney Markets. Toggle to do so.

> **TIP**
> • While adding contacts please ensure you enter the right detail in the order of first name/ last name in the given fields.
> • Please choose the role appropriately to what your role is in interacting with SML while representing your business

Please confirm or update the contact details below for account name Anthony, Robert Paul Mr

* First Name
John

* Last Name
Smith

* Email
John.Smith@test.com

* Mobile
ex: 61123456789 / 610987654321

* Role in the company
CEO / Principal
Finance / Accounts
Marketing
Operations
Maintenance / Site Services

Display these details on Sydney Markets Trader Directory?
Yes, display this information

If this person does not work at this company now, you can check the box below and we will ensure that no communication is sent to the details provided here on.

☐ Do not contact this person

Next

Thank you!

Are there any other people who work at Anthony, Robert Paul Mr you want to share with us so that we can ensure any important message is not missed?

Do you want to add another contact?
Click here to add more contacts

2

Next

First Time Login Process

Select Preferred Contacts

You will then be asked to nominate which contact should be contacted for different communications sent by Sydney Markets.

1. Select a contact for each question
2. Provide acknowledgement by selecting Yes checkbox
3. Click **Next**

SML sends important notifications related to shareholder engagement or tenancy updates or even general updates to you.

Please let us know from the existing contacts in your company who should be the primary contact person for each of these sceanrios.

* Who should be contact for shareholder engagement?

--None--

* Who should be contact for tenancy related communication?

--None--

* Who should be contacted for all other communications?

--None--

* I hereby confirm that I am the authorised person to decide the preferred contacts in the company.

◯ Yes

Next

Set Up Your Password

1. Enter a password matching the criteria required – This will be the password you will use going forward and please note down or remember this for your ongoing logs onto SML HUB.

Change Your Password

Enter a new password for priscilla.a.wan@pwc.com.
Make sure to include at least:

◯ 8 characters
◯ 1 letter
◯ 1 number
◯ 1 special character ⓘ

* New Password

* Confirm New Password

Change Password

Password was last changed on 25/7/2023, 11:05 am.