

# Getting Digital Ready with AFSC

## How will going digital benefit you?



**Stay Current:** Sign up for email notifications and stay up to date on everything AFSC.



**Stay Secure:** Only you have access to your information with your unique AFSC Connect login.



**Stay Ahead:** Submit your documentation and request a disbursement from the comfort of your own home!



## STEP 1: CREATE YOUR AFSC CONNECT ACCOUNT

1. Go to [AFSC.ca](https://afsc.ca) and click **AFSC Connect Login** at the top right.
2. Click on the image with **Click here to log in to AFSC Connect** and then **Create Account**.
3. Complete the fields First Name, Middle Name, Last Name, Email, Confirm Email, and Province.
  - Your email address must be unique to you – you cannot use someone else’s email address.
4. Create your **Username** and **Password**:
  - **Username:** 3-12 alphanumeric characters (not case sensitive), no special characters or spaces.
  - **Password:** Minimum 8 characters (case sensitive), must contain 1 uppercase and 1 lowercase letter.
5. Leave the **Third Party** section blank.
6. Click **Create Account**. You will see a message to confirm your registration request. Click **Finish**.
7. Activate your AFSC Connect Account:
  - Check your email for an email from no-reply@afsc.ca with subject **Confirm Your Email Address**. It may take up to 15 minutes to receive this email. If it is not in your inbox, check your junk folder.
  - Click the link in the email to complete the activation process and set up your security profile.
8. Log into AFSC Connect.
9. Read your security profile features and click **Register**.
  - When Security Image and Phrase open, select **Get a new image and phrase** or select **Accept this image and phrase**.
10. Create three Security Questions:
  - Each answer needs to be minimum 4 characters and each answer must be different.
  - Click **Enter** after each question.
11. Read Electronic Access Agreement and click the checkbox “I agree to these terms and conditions.”
12. Click **Submit**.



## STEP 2: PAYMENT PREFERENCES

1. Log into AFSC Connect.
2. Click **Manage Payment Preferences**.
3. Select which business and associated subscriptions you would like to set up.
4. In the pop-up window, click **Sign Up for Direct Deposit**.
5. Complete the mandatory information on the Direct Deposit Authorization form.
6. Read the Freedom of Information and Protection of Privacy Act information.
7. Check the box at the bottom to confirm you have read and understand the declaration and authorize AFSC to direct deposit payments for the selected business and associated subscriptions.
8. Click **Save**.
9. You will receive a confirmation email stating "Bank Account [----] was successfully added."



## STEP 3: STATEMENT & NOTICE PREFERENCES

1. Log into AFSC Connect.
2. Click the **Manage Statements & Notices Preference** button near the bottom right. This button only shows if you have active loan subscriptions.
3. If you have more than one business, select which business.
4. Select **Online** and then **Submit**.
5. Repeat steps 1-3 for other businesses.
  - Not all statements are currently available with this option – by selecting **Online** now, you will automatically start receiving more statements online as the functionality is added to AFSC Connect.
  - You will automatically receive Insurance benefit statements as part of your Direct Deposit feature.



## STEP 4: CONSENT TO EMAIL COMMUNICATION

1. Go to [AFSC.ca](https://afsc.ca).
2. Scroll to the bottom of the page and click **Sign Up for AFSC Communications**.
3. Complete the mandatory fields Email, First Name, and Last Name.
4. Click the checkbox for "Yes, I would like to receive email according to my subscription preferences below. I understand that I can unsubscribe at any time."
5. Select your subscription preferences for which communications you would like to receive.
6. Click the checkbox for "I'm not a robot."
7. Click **Subscribe me**.

### Questions?

If you have questions or concerns about interacting digitally with AFSC, please reach out to us by calling 1-877-899-2372 or emailing [info@afsc.ca](mailto:info@afsc.ca).

