

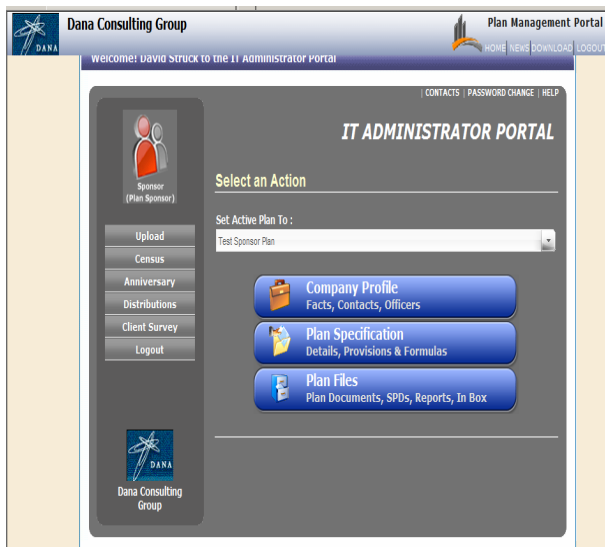
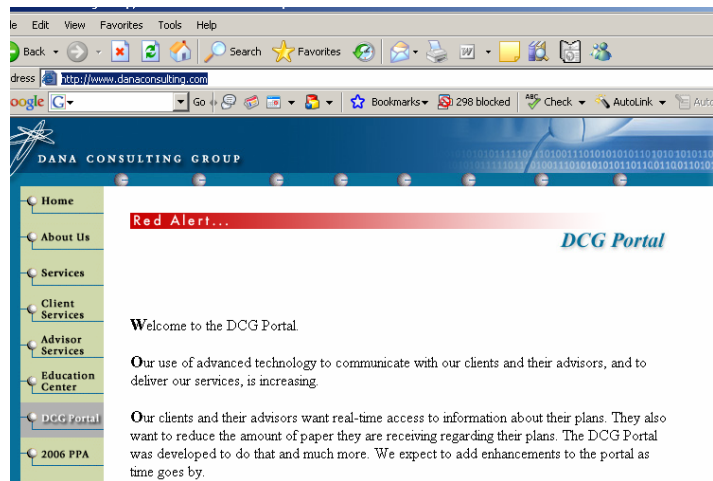
DCG PORTAL – STEP-BY-STEP PROCEDURES

OVERVIEW

This procedure describes where and how to log in to the DCG Portal.

PROCEDURE

1. From the Dana Consulting Group website, [www.danaconsulting.com](http://www.danaconsulting.com), click the **DCG Portal** menu option on the left.
2. Enter your Login and Password.
  - a. Your Login is your e-mail address.
  - b. Your Password was issued to you when you were given access to the Portal.
3. A new window will appear with the main menu of the Portal.



4. We will be adding Help screens to the Portal covering various topics such as:
  - Downloading Documents
  - Uploading Documents
  - My In Box
  - Changing Contact Information
  - Plan Specifications
  - Anniversary Services