

Logging In

To login to the **Bloxham Online** service, please go to the main Bloxham website www.bloxham.ie and click on the Private Client Login link. Alternatively, you can go to <http://online.bloxham.ie> and you will be taken directly to the login page.

Step 1

Enter your username (which is the same as your Bloxham account number) and password (which you should have received in the letter accompanying this Quick Start Guide), then click "Next".

Username:	<input type="text" value="BCXXXXXX"/>
Password:	<input type="password" value="●●●●●●"/>
	<input type="button" value="Next"/>



Step 2

Choose a new password. The password must be at least 8 characters long and may contain letters and numbers.

Old Password:	<input type="password" value="●●●●●●"/>
New Password:	<input type="password" value="●●●●●●"/>
Confirm New Password:	<input type="password" value="●●●●●●"/>
	<input type="button" value="Update"/>

Step 3

Enter your account number and choose a special word. The next time you login you will be asked to enter 2 characters from your special word, so bear this in mind when choosing your special word. Your special word can be as short as 3 characters.

Client Ref:	<input type="text" value="BCXXXXXX"/>
Special Word:	<input type="password" value="●●●●●●"/>
Confirm Special Word:	<input type="password" value="●●●●●●"/>
	<input type="button" value="Update"/>



Step 4

Review the Terms and Conditions of the **Bloxham Online** service. If you are satisfied, click "Accept" to proceed.

<input type="button" value="Accept"/>	<input type="button" value="Decline"/>
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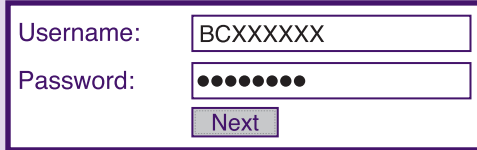
After clicking "Accept", you should be logged in and able to view your portfolio information. If you have any difficulty logging into your account, please contact us straight away. See overleaf for contact information.

Subsequent Logins

The first time you login, it's a four-step process since you need to choose a special word and password. On subsequent logins, it's a simpler process.

Step 1

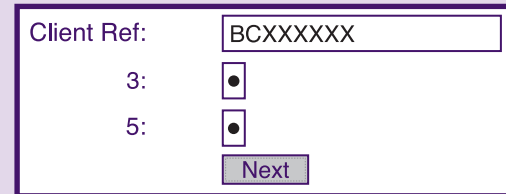
Enter your username (which is the same as your Bloxham account number) and password, then click "Next".



A screenshot of a login form. It has two input fields: 'Username:' with the text 'BCXXXXXX' and 'Password:' with seven black dots. Below the password field is a 'Next' button. An arrow points from this form to the right.

Step 2

Enter your account number and the requested digits from your special word.



A screenshot of a login form. It has one input field: 'Client Ref:' with the text 'BCXXXXXX'. Below it are two rows: '3:' with a small square containing a dot, and '5:' with a small square containing a dot. Below these is a 'Next' button.

Next steps

After you have logged in, feel free to explore the features of the **Bloxham Online** service. A user guide is also available under Site Help in the Help menu. An extended version of the User Guide as well as Frequently Asked Questions are available from the Private Client Services helpdesk which you can visit at <http://pcs.bloxham.ie>

For Assistance

If you have questions, concerns or comments about the **Bloxham Online** service, we want to hear from you! You can get help or give feedback by contacting Private Client Services:

email: pcs@bloxham.ie
phone: 01 611 9400
website: <http://pcs.bloxham.ie>

If you have any difficulty logging into your account, please contact us straight away. The **Bloxham Online** service requires the Internet Explorer browser. In order to print you will need to have Adobe Reader installed and set as the default PDF viewer. If you have a Windows PC, then it is probably set up like this by default.