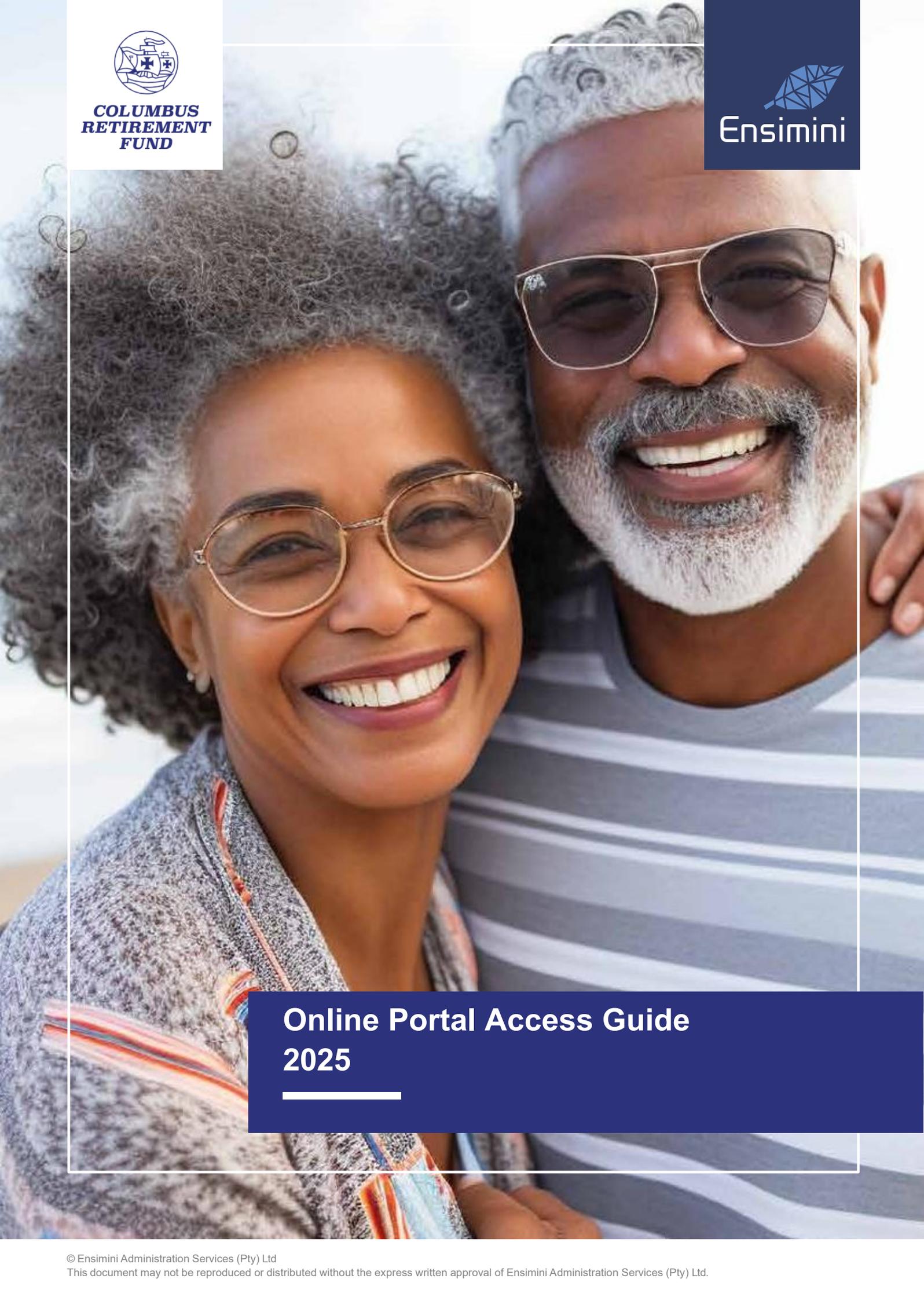




**COLUMBUS
RETIREMENT
FUND**



Ensimini



Online Portal Access Guide 2025



Ensimini Online

This guide sets out the process to access your member record via the Ensimini Online portal. Our administrative team is available at any time to assist with the process.

You can view your updated Fund value information, benefit statements and a variety of other information regarding your participation in the Fund via our online platforms.

Via The Internet

1. The Ensimini web platform is available at <https://www.ensimini.com/login>.
2. Select "LOG-IN Retirement Funds".
3. You will be prompted to enter a username and password.
4. Once the username and password has been entered for the first time, you will be prompted to change the password to one of your choice.
5. You will then be free to peruse and access the functionality and information available on the online web platform.

Via Our Smartphone Application

1. A smartphone application is available for both Android and IOS devices.
2. To download the app, please go to <https://www.ensimini.com/login>
3. Select the relevant link to download the application.
4. Once downloaded you will be prompted to log into the application.
5. Once the username and password has been entered for the first time, you will be prompted to change the password to one of your choice.

Username & Password

1. Kindly contact your Human Resources Department or yourfund@columbus.co.za to obtain information on your username and password.
2. Once you have logged in, you will be prompted to change the password to one of your choice.
3. Please note that this process will be the same whether your first login is via Web Access or the Smartphone application.
4. You will use the same username and password for both platforms

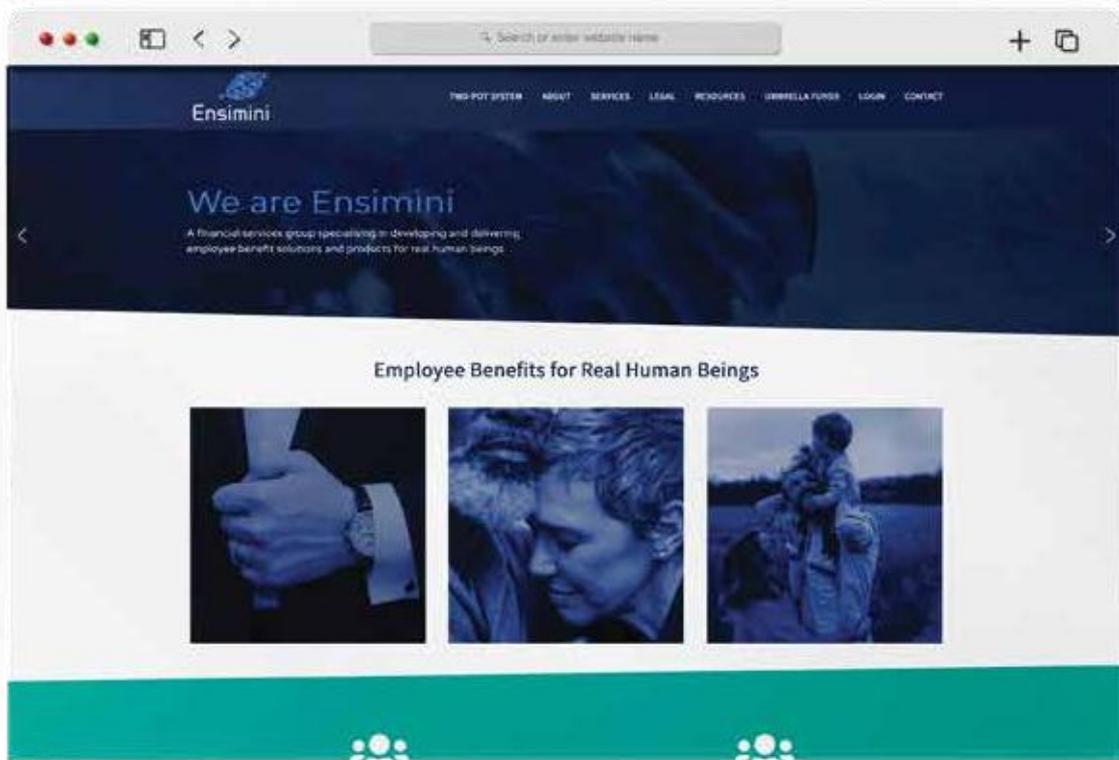
Below steps and illustrations will guide you through the process of logging into the online portal.

Access To The Portal

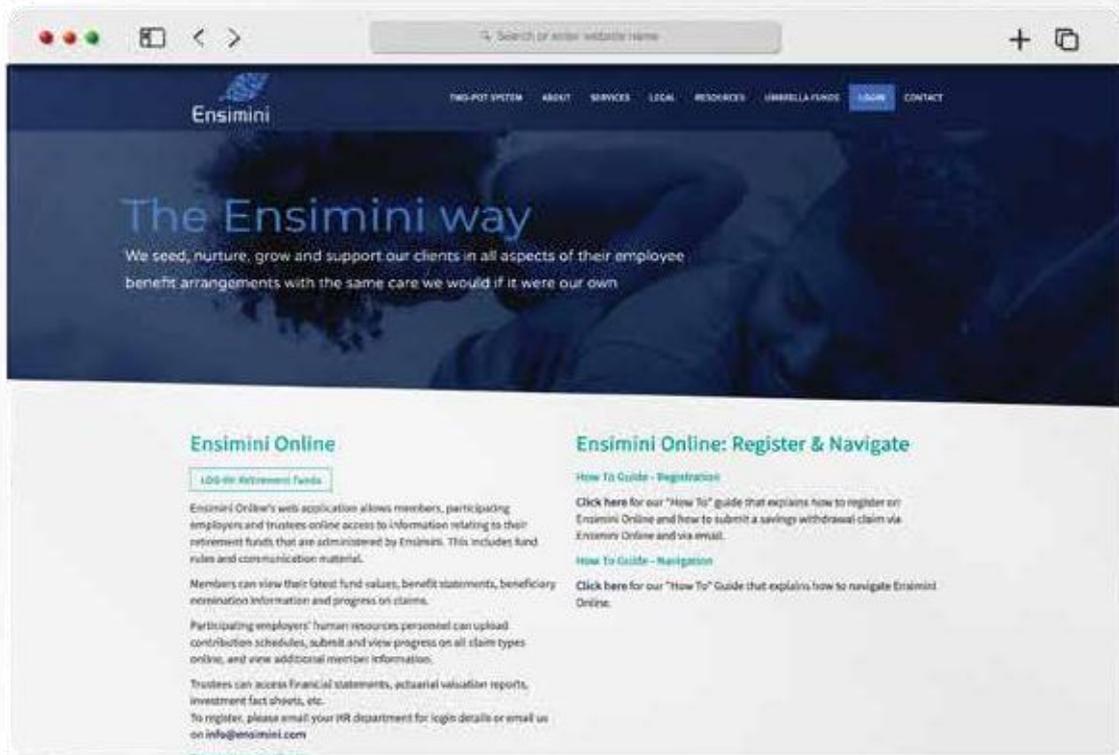
Login details are provided to members upon joining the fund.

You can access the online portal at www.ensimini.com

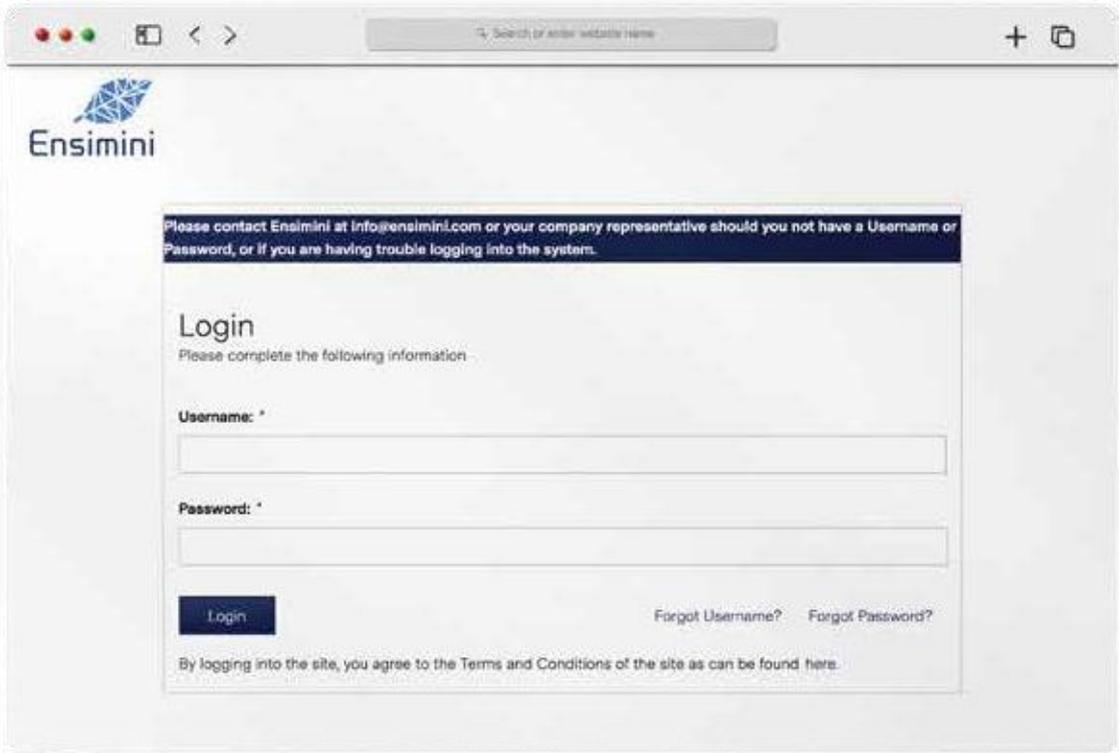
Select the login tab.



The below screen will appear. Select LOG-IN: Retirement Funds.



The below login screen will appear, Insert your login details.



The screenshot shows a web browser window with the Ensimini logo in the top left corner. A dark blue banner at the top of the page reads: "Please contact Ensimini at Info@ensimini.com or your company representative should you not have a Username or Password, or if you are having trouble logging into the system." Below this is a "Login" section with the heading "Please complete the following information". It contains two input fields: "Username: *" and "Password: *". Below the password field is a blue "Login" button. To the right of the button are two links: "Forgot Username?" and "Forgot Password?". At the bottom of the login form, there is a line of text: "By logging into the site, you agree to the Terms and Conditions of the site as can be found here."

Logging In For The First Time

Upon logging in for the first time, you will be directed to the terms and conditions which you will be required to read and accept.

Upon accepting the terms and conditions you will be required to change your password.

The below screen will appear, which enables you to capture and confirm a new password of your choice. The password must consist of at least 8 characters with a combination of lower and higher case letters, numeric and special characters.



The screenshot shows a web browser window displaying the Ensimini registration form. The browser's address bar shows a search or enter website name. The Ensimini logo is visible in the top left corner of the page. The registration form contains the following fields and options:

- Username:** A text input field.
- New Password:** A text input field.
- Confirm Password:** A text input field.
- Communication Method:** Two checkboxes labeled "E-Mail" and "SMS".
- Identification:** Two text input fields labeled "ID No:" and "Passport No:".
- E-Mail Address:** A text input field.
- Buttons:** A blue "Submit" button and a yellow "Cancel" button.

Once you have successfully completed the above step kindly click on the 3 lines ADMIN tab in the top left-hand corner of the screen. A drop-down menu will appear and from the various options you can view the below information:

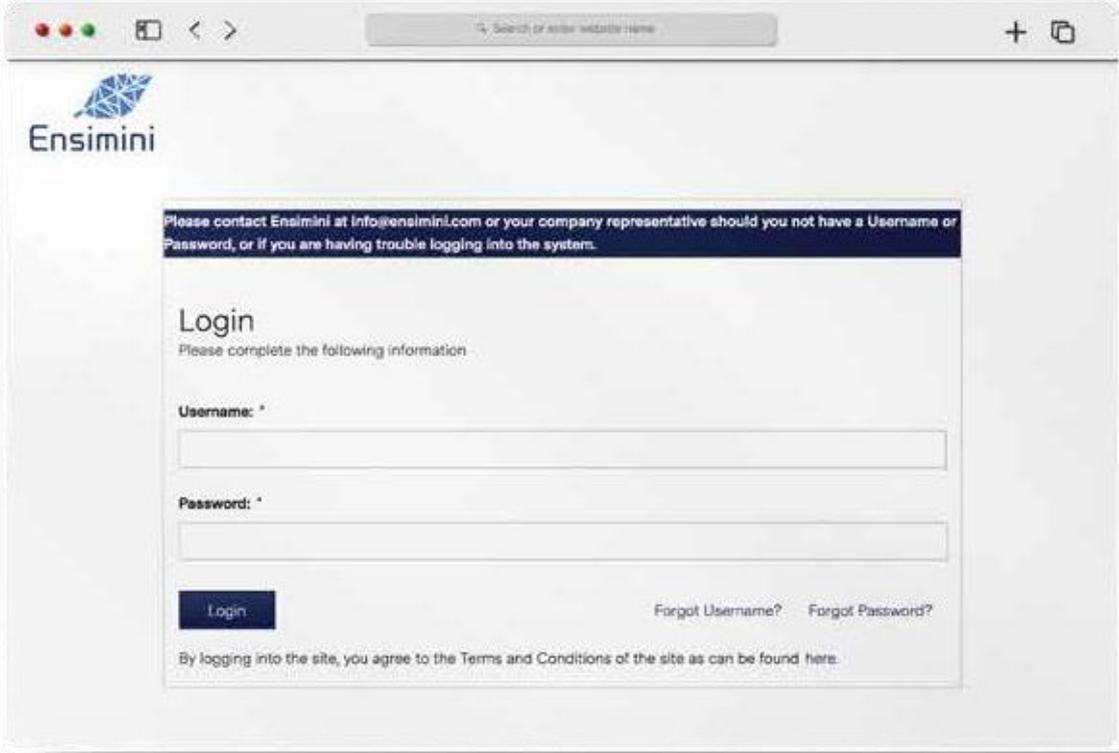
- Personal details;
- Capture your Nomination of Beneficiary Information;
- Transaction history;
- Investment value;
- Benefit statement; and
- Fund communication.

Kindly note that you will not be able to amend any of your static information this must be updated via your Human Resources/Payroll department. You can however update your Nomination of Beneficiary information and are encouraged to do so.

Forgot Password

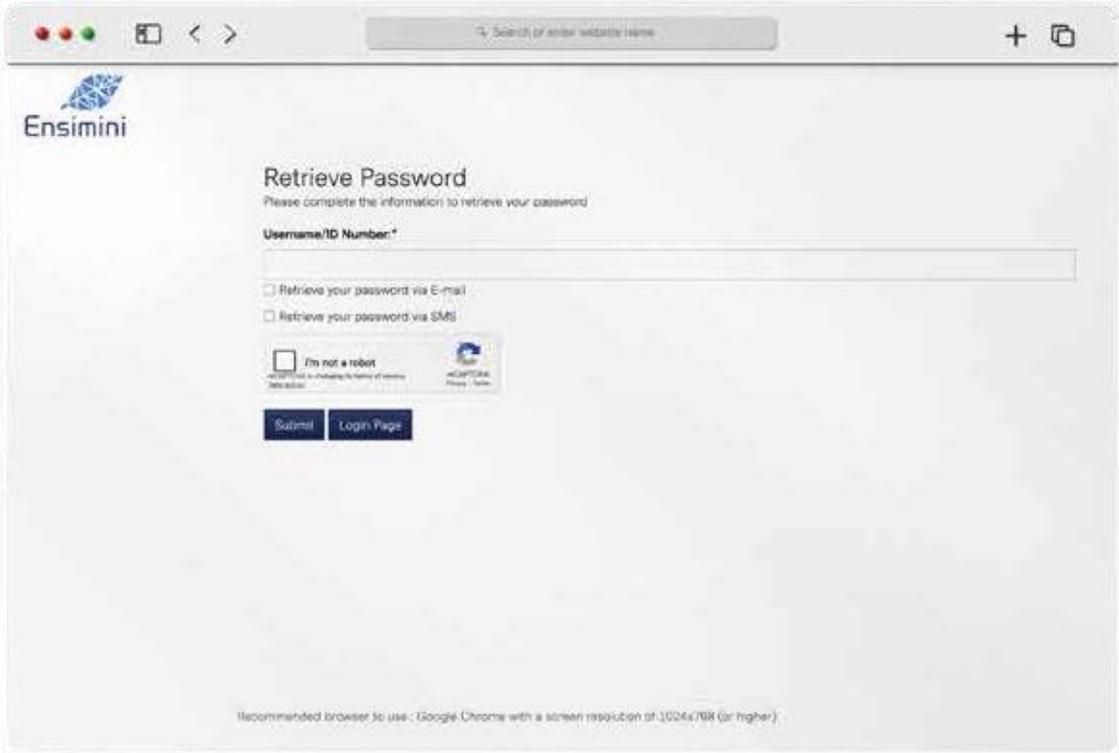
The portal also has functionality to send you a reminder of your password in the event you may have forgotten your password.

In order to access your password, please enter your Username and select the "Forgot your password" option below.



A screenshot of a web browser displaying the Ensimini login page. The browser's address bar shows a search prompt. The page features the Ensimini logo in the top left corner. A dark blue banner at the top of the content area contains the text: "Please contact Ensimini at info@ensimini.com or your company representative should you not have a Username or Password, or if you are having trouble logging into the system." Below this banner is the "Login" section, which includes the heading "Login" and the instruction "Please complete the following information". There are two input fields: "Username: *" and "Password: *". Below the password field is a blue "Login" button. To the right of the button are two links: "Forgot Username?" and "Forgot Password?". At the bottom of the login section, there is a line of text: "By logging into the site, you agree to the Terms and Conditions of the site as can be found [here](#)."

The below screen will appear. Once completed select submit.



A screenshot of a web browser displaying the Ensimini "Retrieve Password" page. The browser's address bar shows a search prompt. The page features the Ensimini logo in the top left corner. The main heading is "Retrieve Password" with the instruction "Please complete the information to retrieve your password". Below this is a text input field labeled "Username/ID Number:". Underneath the input field are two radio button options: "Retrieve your password via E-mail" and "Retrieve your password via SMS". Below these options is a CAPTCHA section with a checkbox labeled "I'm not a robot" and a CAPTCHA image. At the bottom of the form are two buttons: "Submit" and "Login Page". At the very bottom of the page, there is a small note: "Recommended browser to use: Google Chrome with a screen resolution of 1024x768 (or higher)".

A note will appear, as per below, notifying you that the password will be submitted to you.



The screenshot shows a web browser window displaying the Ensimini 'Retrieve Password' page. The page has a white background with the Ensimini logo in the top left corner. The main heading is 'Retrieve Password' followed by the instruction 'Please complete the information to retrieve your password'. Below this is a light blue horizontal bar. The form includes a text input field labeled 'Username/ID Number: *'. There are two radio button options: 'Retrieve your password via E-mail' and 'Retrieve your password via SMS'. A checkbox labeled 'I'm not a robot' is accompanied by a CAPTCHA icon. At the bottom of the form are two buttons: 'Submit' and 'Login Page'. A small note at the bottom of the page reads: 'Recommended browser to use: Google Chrome with a screen resolution of 1024x768 (or higher)'.

Once the password is received you can continue logging into the online portal.

Should you experience any difficulty logging in to the online portal or obtaining your password, you can contact the administrator on yourfund@columbus.co.za for assistance.

The administrator may assist you in resetting your password. When logging in, following a password reset, you will be directed to the page where you will again be required to enter and confirm a new password as illustrated in section 2 above.