



**COLUMBUS
RETIREMENT
FUND**



Ensimini

Online Portal Access Guide 2025



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RETIREMENT
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Ensimini

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

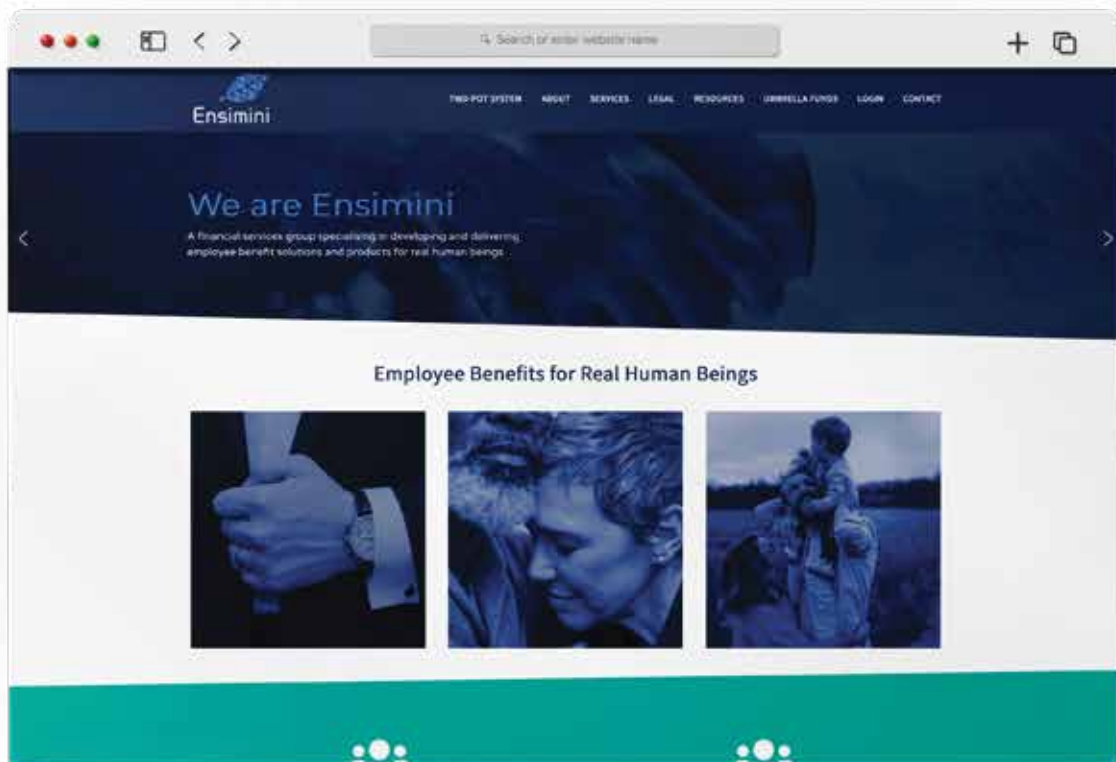
Below steps and illustrations will guide you through the process of logging into the online portal.

Access To The Portal

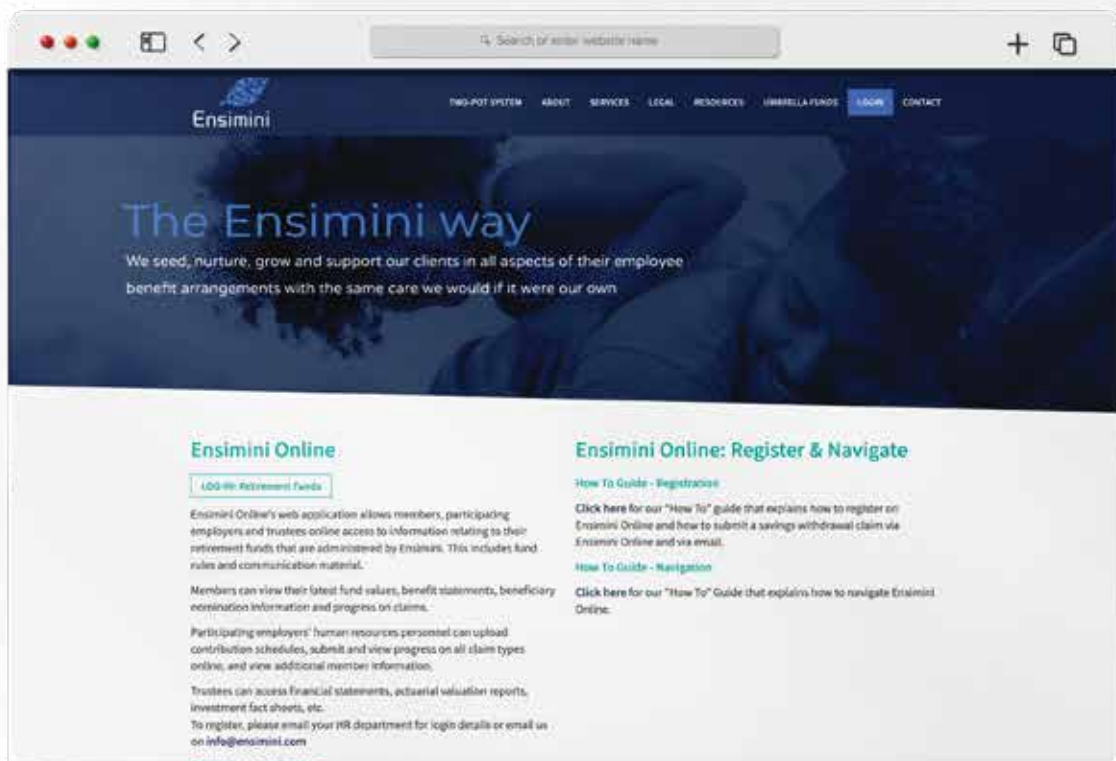
Login details are provided to members upon joining the fund.

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

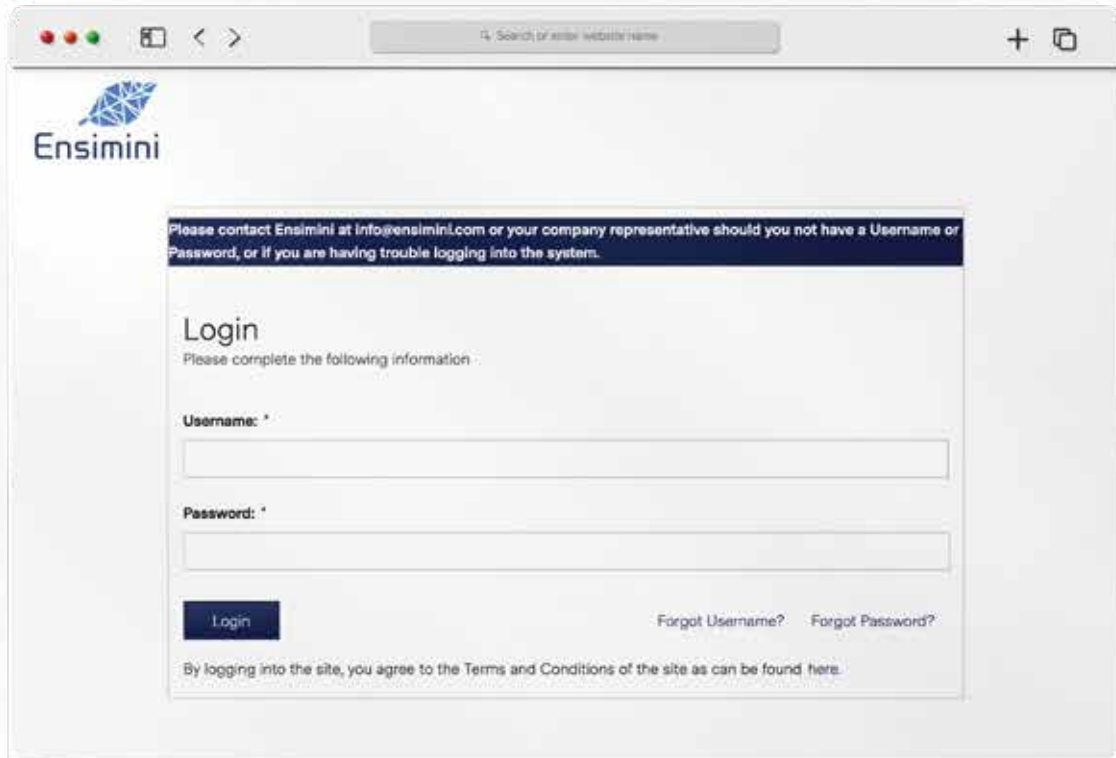
Select the login tab.



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



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



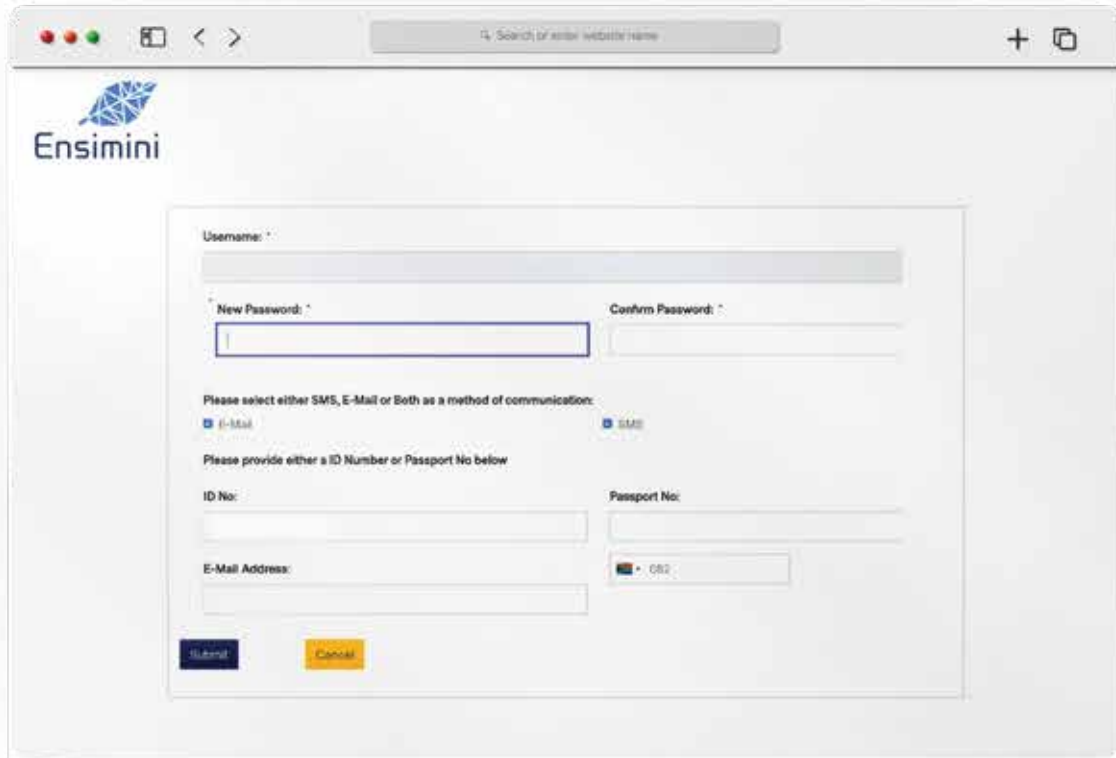
The screenshot shows a web browser window with the Ensimini logo in the top left corner. A dark blue banner at the top of the login area contains the text: "Please contact Ensimini at info@ensimini.com or your company representative should you not have a Username or Password, or if you are having trouble logging into the system." Below this banner, the heading "Login" is displayed, followed by 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 area, a small text line reads: "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 website. The page features the Ensimini logo at the top left. Below the logo is a registration form with the following fields and options:

- Username:** A text input field.
- New Password:** A text input field.
- Confirm Password:** A text input field.
- Communication Method:** A section with the text "Please select either SMS, E-Mail or Both as a method of communication:" and two radio buttons: ☒ E-Mail and ☐ SMS.
- Identification:** A section with the text "Please provide either a ID Number or Passport No below". It contains two text input fields: **ID No:** and **Passport No:**.
- E-Mail Address:** A text input field.
- Country:** A dropdown menu currently showing "GB".
- Buttons:** At the bottom of the form are two buttons: "Submit" (blue) and "Cancel" (yellow).

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:

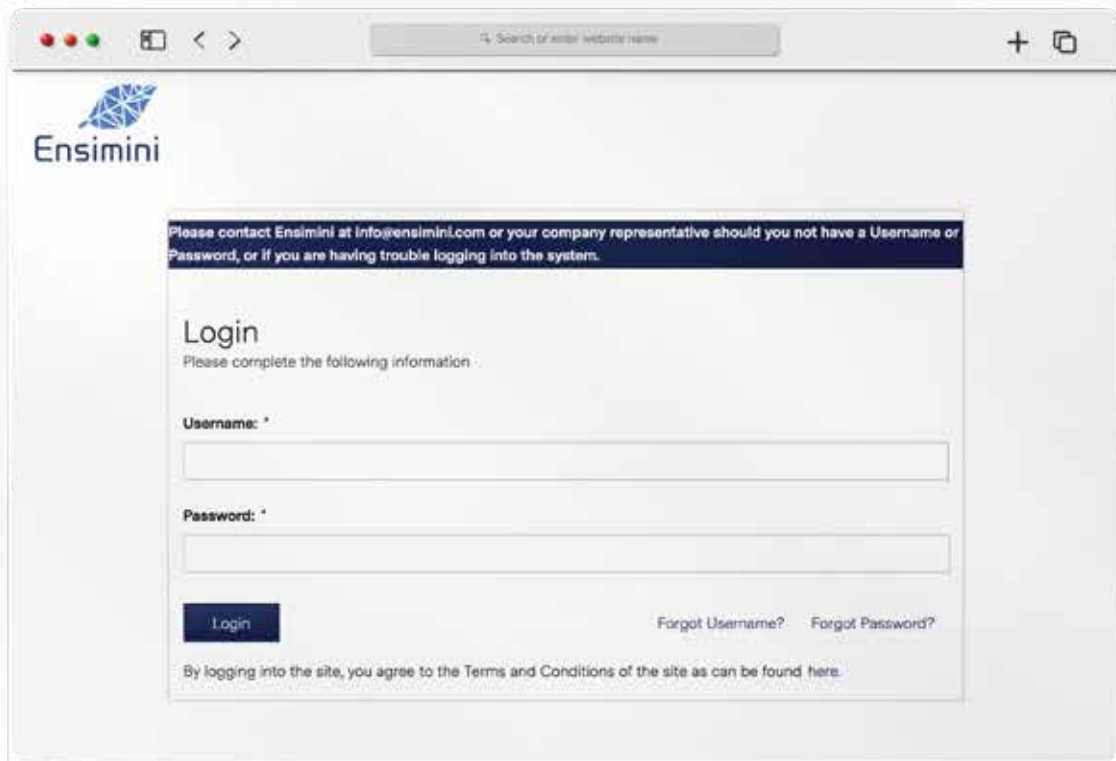
- Personal details;
- Capture your Nomination of Beneficiary Information;
- Transaction history;
- Investment value;
- Benefit statement; and
- Fund communication.

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

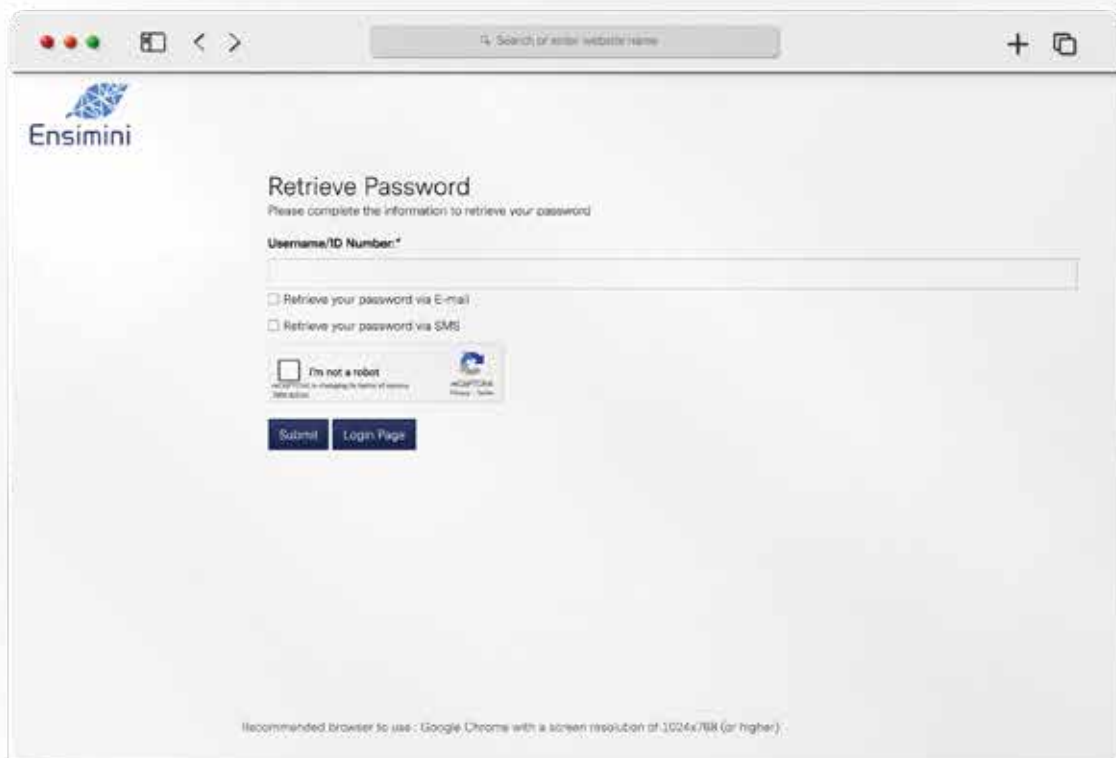
The portal also has functionality to send you a reminder of your password in the event you may have forgotten your password.

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



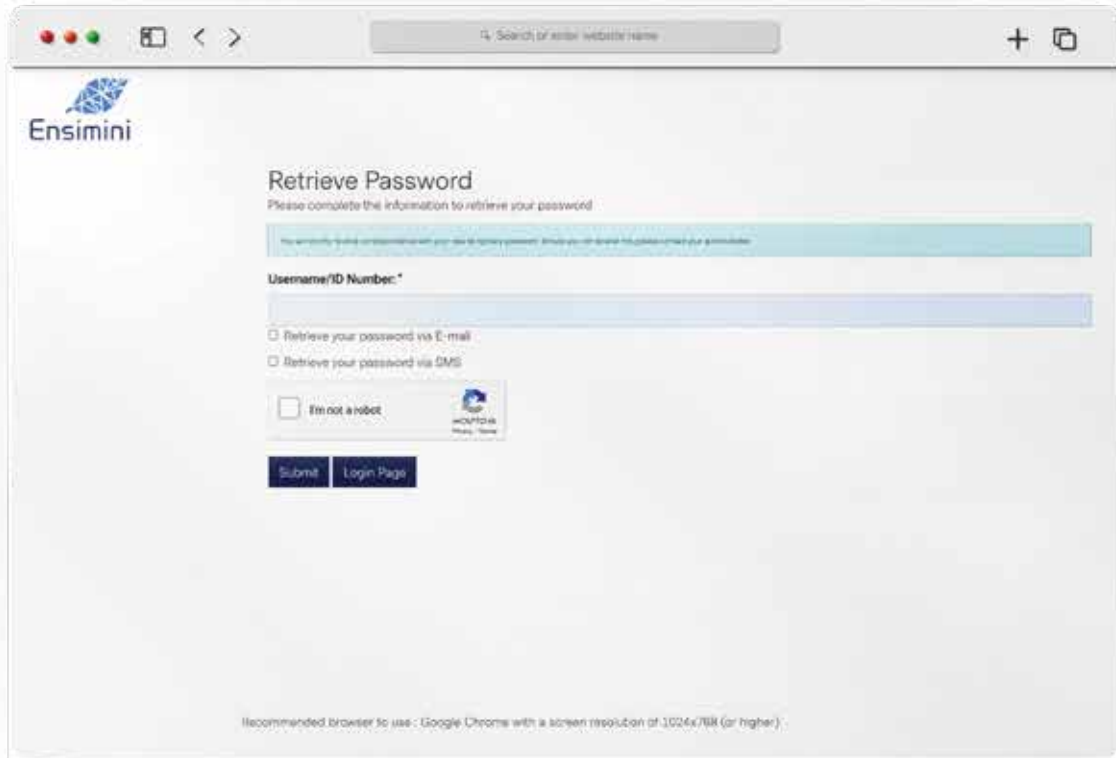
The screenshot shows a web browser window with the Ensimini logo in the top left. A dark blue banner at the top of the page reads: "Please contact Ensimini at info@ensimini.com or your company representative should you not have a Username or Password, or if you are having trouble logging into the system." Below the banner is a "Login" section with 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 "Login" button. To the right of the button are links for "Forgot Username?" and "Forgot Password?". At the bottom of the login section, it says "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.



The screenshot shows a web browser window with the Ensimini logo in the top left. The page title is "Retrieve Password" with the instruction "Please complete the information to retrieve your password". There is a single input field labeled "Username/ID Number:". Below 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 "Verify" button. At the bottom of the form are two buttons: "Submit" and "Login Page". At the very bottom of the page, it says "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.



Retrieve Password
Please complete the information to retrieve your password

You will only be able to retrieve your password if you have previously registered your details.

Username/ID Number:

☐ Retrieve your password via E-mail
☐ Retrieve your password via SMS

☐ I'm not a robot

Submit **Login Page**

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.