

How to Become an Active User on OmniSource

- Go to <https://Incweb.mainaccount.com/>
- When the OmniSource login screen comes up, click on “Registration” and follow these directions:
 - Type in your Social Security number, without dashes (ex. 111223333)
 - Type in your Client Temporary password/authorization: OMNI003071
 - **O=Ostrich, M=Mop, N=No, O=Island, Numbers: 003071**
 - Select “Next” then read the User Agreement; if acceptable, select “OK” button.
- A Registration Form will appear, all fields marked with a red asterisk (*) are required and must be completed.
 - *Please note, enter this information with care, as the information you enter at this point will carry to your performance reports.*
 - Enter a unique user name and password for your account.
 - Both the user name and the password must each be between (6) and (10) alphanumeric characters. The password will not display, as it is encrypted for security reasons. Reenter your chosen password to confirm the original entry.
 - Select a name Prefix from the drop-down menu.
 - Enter your Last, First Name and Middle Initial and Suffix as you wish it to be displayed.
 - Enter your day and evening telephone numbers and fax number (if applicable).
 - Enter your e-mail address
 - This is an important means of automatic and direct contact; please be sure your address is correct and operational.
 - Enter your physical address, including state from the dropdown box.
 - Enter your date of birth (mm/dd/yyyy).
 - Select “Next” button and receive a Registration Confirmation message acknowledging your successful registration, select “OK”.
- Your status as a user on the system is now ‘Pending’. Your registered representative will be notified of your registration and pending approval. Once they activate the registration, an email confirmation notice will be sent to the email address you provided.
- The email will notify you of your active status and provide brief introductory information for the system. You may view your consolidated reports at any time, using your user ID and password.