



# Share Plans Portal Access Guide

May 2026

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# Log in into your account with SSO

Aberdeen employees can log in to the Share Plans Portal from the company network via Single Sign On (SSO) by clicking on the link below:

[Aberdeen Login](#)

[Interactive Investor \('ii'\) Login](#)

We would recommend bookmarking the link once you have logged in successfully.

If you are an employee accessing the portal from outside the company network, please follow the procedure for [Manual Login](#) on the next page.

Please note, you will need to have registered and activated your account prior to logging in via SSO.



# Login into your account – manual log in

If you are **not** on the company network, you will need to log in to your account using your log in details.

You will be asked to enter your surname, Shareholder Reference Number (SRN), date of birth and password. Information on where to find your SRN is below:

## Aberdeen employees

If you are on the company network, you can retrieve your SRN [here](#) or by checking in Workday under **Personal > Additional Data**.

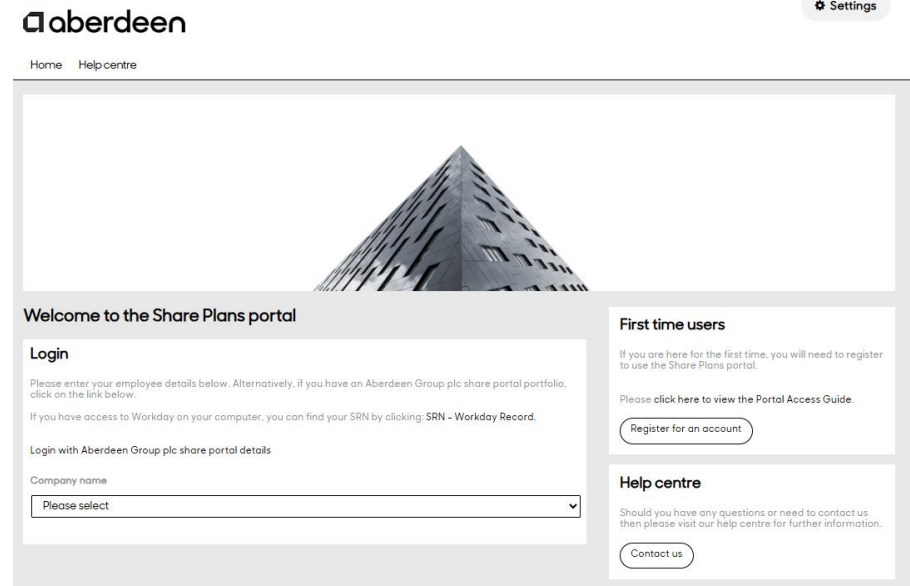
## ii employees

Your SRN can be found on previous correspondence you may have received from Equiniti.

If you are unable to locate your SRN, please contact Equiniti for [support](#).

*Please note – you will have three attempts to submit the correct information. If you are unsuccessful after three attempts this may result in your account being 'deadlocked'.*

*In order to unlock your account, you will be required to complete the registration process again.*



The screenshot shows the Aberdeen Share Plans portal login page. At the top left is the Aberdeen logo, and at the top right is a 'Settings' button. Below the logo are links for 'Home' and 'Help centre'. The main content area features a large image of a pyramid-shaped building. Below the image, the text reads 'Welcome to the Share Plans portal'. There are three main sections: 'Login', 'First time users', and 'Help centre'. The 'Login' section contains a form with a 'Company name' dropdown menu and a 'Please select' option. The 'First time users' section includes a 'Register for an account' button. The 'Help centre' section includes a 'Contact us' button.

**Aberdeen** Settings

[Home](#) [Help centre](#)

Welcome to the Share Plans portal

**Login**

Please enter your employee details below. Alternatively, if you have an Aberdeen Group plc share portal portfolio, click on the link below.

If you have access to Workday on your computer, you can find your SRN by clicking: [SRN - Workday Record](#).

Login with Aberdeen Group plc share portal details

Company name  
Please select

**First time users**

If you are here for the first time, you will need to register to use the Share Plans portal.

Please [click here to view the Portal Access Guide](#).

[Register for an account](#)

**Help centre**

Should you have any questions or need to contact us then please visit our help centre for further information.

[Contact us](#)

# Register for an account

Before you can log in to the Portal, you will need to register for an account and activate it. To do this, click 'Register for an account' on the Login page.

**aberdeen** Settings

[Home](#) [Help centre](#)

## Welcome to the Share Plans portal

### Login

Please enter your employee details below. Alternatively, if you have an Aberdeen Group plc share portal portfolio, click on the link below.

If you have access to Workday on your computer, you can find your SRN by clicking: [SRN - Workday Record](#).

[Login with Aberdeen Group plc share portal details](#)

Company name

### First time users

If you are here for the first time, you will need to register to use the Share Plans portal.

Please [click here to view the Portal Access Guide](#).

[Register for an account](#)

### Help centre

Should you have any questions or need to contact us then please visit our help centre for further information.

[Contact us](#)

# Register for an account

## Step 1 - Tell us who you are

### Step 1

The first time you access the Share Plans Portal you will be asked to enter your surname, Shareholder Reference Number (SRN) and your date of birth.

Information on where to find your SRN is below:

#### **Aberdeen employees**

If you are on the company network, you can retrieve your SRN [here](#) or by checking in Workday under **Personal > Additional Data**.

#### **ii employees**

Your SRN can be found on previous correspondence you may have received from Equiniti.

If you are unable to locate your SRN, please contact Equiniti for [support](#).



[Home](#) [Help centre](#)

### Tell us who you are

Please enter your details below to start.

If you have already set up a Portfolio to view your ordinary shares through the Aberdeen Group Plc share portal, you can access and log onto the Share Plans portal using your Aberdeen Group Plc share portal password.

Please ensure you type in the Shareholder Reference Number you have been provided with including any leading zero's, and do not include any spaces.

If you already have an account, please [return to the Login page](#), or [reset your forgotten password](#).

#### Your details

Company name

Aberdeen Group plc ▼

Colleague Surname:

Shareholder Reference Number:

Date of birth:

Day: ▼ Month: ▼ Yec: ▼

Next

# Register for an account

## Step 2 – Personal Details

### Step 2

**Your details:** Here you will need to provide your email address. If you provide a corporate email address, EQ will send you an Activation Code to you at that email address.

If you enter a personal email address, EQ will send you an Activation Code to your primary home address (as registered on your HR system).

You can also provide your contact phone number in case Equiniti need to contact you.

### Your details

Name:

Address:

Date of birth:

Email address: ⓘ

Confirm email:

Website greeting (optional): ⓘ

Contact phone number (optional): ⓘ

What type of phone number is this?

- Home number:
- Mobile number:
- Work number:

# Register for an account

## Step 3 – Your Security, Preferences & Terms and Conditions acceptance

### Step 3

**Your Security:** Your password can be a minimum of 8 and a maximum of 64 characters. Your password should contain a combination of uppercase and lowercase letters, numbers and special characters. The bar underneath will indicate how weak/strong your selected password is.

You will also need to provide answers to 3 memorable questions. There are 6 questions in total, and you can choose which 3 best suit you. If in the future, you forget your password you will need to give the answers to your memorable questions to reset your password.

**Your Preferences:** Select your preferred method of receiving your employee plan communications.

Information received by plain text will exclude any graphics. HTML will include both text and graphics and is, therefore, a larger size than just plain text.

**Terms and Conditions:** By clicking 'Register now', you accept the Terms and conditions of this service.

### Your security

For enhanced security, the National Cyber Security Center suggests using the 'Three Random Words' method for setting a secure passphrase/password.

Create your password:

Your password can be up to 64 characters long. Try to refrain from using easily guessed passwords and words or phrases if using a passphrase.

Memorable word:

Question 1: ⓘ

Please select

Answer

Question 2: ⓘ

Please select

Answer

Question 3: ⓘ

Please select

Answer

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### Your preferences

Select your preferred method of receiving your employee communications.

Email plain text

Email HTML

Receive information from Equiniti about products and services ⓘ

Please select if you would like to receive information from Equiniti Financial Services Limited relating to share products and services.

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### Terms and conditions

By clicking 'Register now' below, you accept the **Terms and conditions** of this service. This is also available as a **printable version**. You need **Adobe Reader** or other relevant software to view this document.

# Register for an account.

## Step 4 – Registration Confirmation & Activation Code

### Step 4

#### You are now registered

An activation code will be sent to you, and you will need to enter this code to activate and access your account in full.

If you used your work email address to register, the activation code will be emailed to you immediately. If you used a personal email address to register, your activation code will be sent by post to your registered address.

Please be aware that the letter being sent to your home address may take up to four to six weeks to arrive. Please consider this in order to ensure that you are able to access the Portal for any future award activity (for instance to exercise your award).

#### You have now successfully registered

If you've registered using your Aberdeen Group plc email address, please check your Inbox as you'll be sent an activation code by email.  
If you've registered using a non-Aberdeen Group plc email address or personal email address, your activation code will be sent to your home address by post.

Please enter your code below to activate your account and gain full access.  
You can apply for any employee plans which you are eligible for without activating by following the appropriate link in the 'I want to...' menu.

#### Activation code

Once your account is activated, you will be able to use all of the services in this website to manage your shareholdings.

Please enter your activation code here:

Activate

If you have mislaid or not received your activation code, [click here to have a new activation code sent to you.](#)

#### Update contact details

If you would like to receive your activation code via email, please ensure you have used your Aberdeen Group plc email address. If not please change your email below and request a new activation code under the 'Not yet received your activation code?' section.

#### My contact details

To update your contact details click 'Change'. After entering the new email address and/or phone numbers in the relevant boxes click 'Submit'.

Email address:

Home number:

Work number:

Ext:

Mobile number:

Change



## Share Plans Portal Access Guide

If you have any queries regarding your Employee Share Plans or accessing the Aberdeen Share Plans Portal, please call the Equiniti Limited ('EQ') Employee Helpline on **0371 384 2534** or email EQ at [aberdeenshares@equiniti.com](mailto:aberdeenshares@equiniti.com).

Lines are open 8.30am to 5.30pm (UK time) Monday to Friday (excluding public holidays in England and Wales).