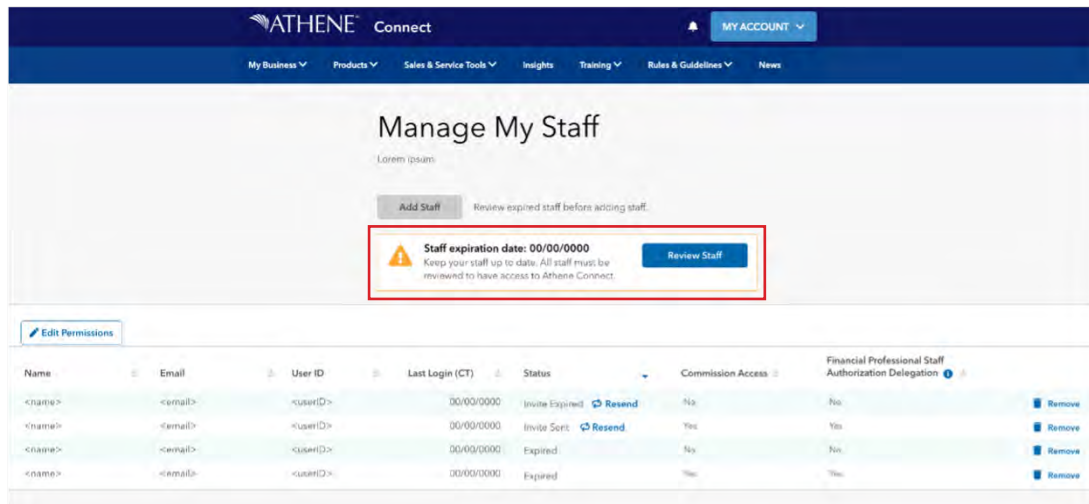
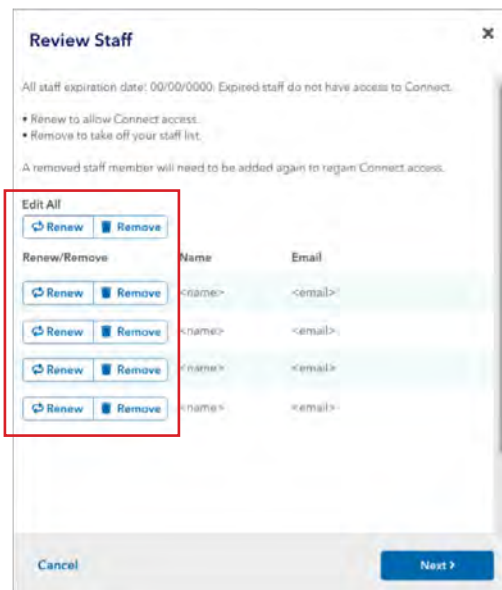


Athene requires an annual review of Athene Connect staff access to ensure security of personal information. You'll receive an email when it's time for you to review staff access. **The review must be completed within 30 days of the email or staff will lose access to Athene Connect.** Follow these steps once you receive your notice to review.

- Visit the **Athene Connect Dashboard** or the **Manage My Staff** screen.



- Click on Review Staff in the notification box.



- For each staff member listed, choose **Renew** or **Remove** access or use the Edit All button to quickly approve or remove access for all users listed
- Select **Next** once you have reviewed all listed staff members.
- Select **Confirm** to complete the staff audit.