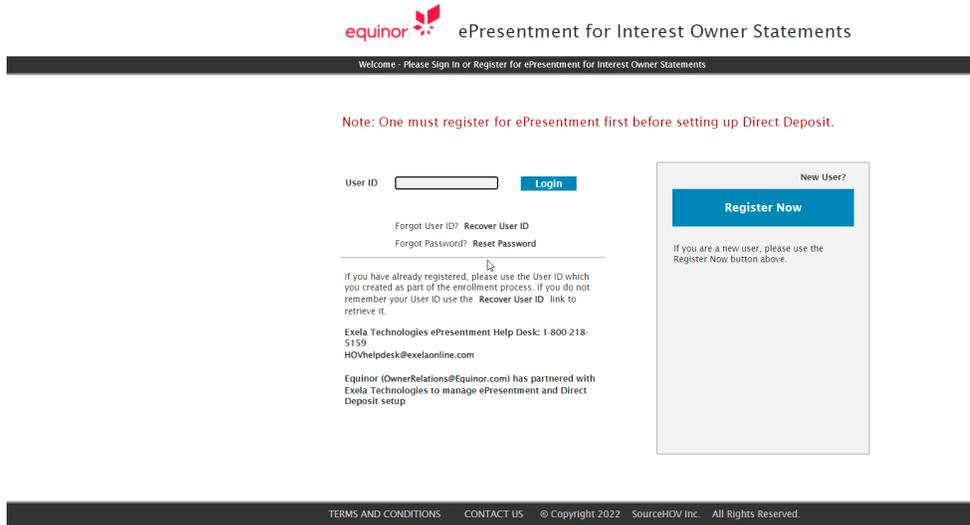
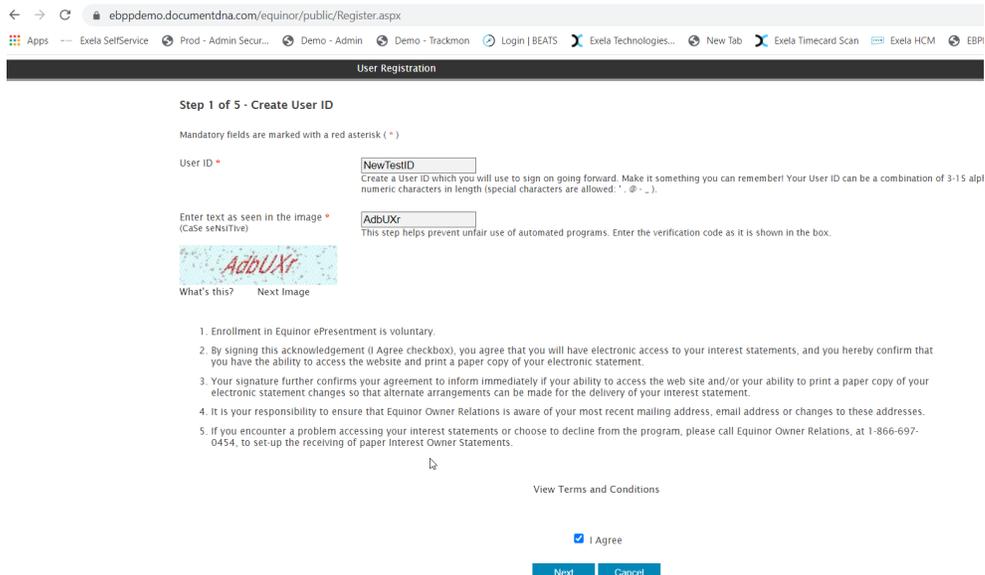


# Equinor ePresentment (Online Statements) Registration

- 1) Go to <https://ebpp.documentdna.com/equinor>
- 2) Click **Register Now**



- 3) Enter a user ID and then the Text from the image and click "I Agree"



4) Enter account information from your most recent royalty statement

 ePresentation for Interest Owner Statements

User Registration

**Step 2 of 5 - Verify Account Information**

Mandatory fields are marked with a red asterisk (\*)

Last Payment Reference Number \*      What's this?     

Amount of last check:      What's this?     

Owner # \*      What's this?     

TERMS AND CONDITIONS    CONTACT US    © Copyright 2022    SourceHOV Inc.    All Rights Reserved.

5) Enter name and email address

 ePresentation for Interest Owner Statements

User Registration

**Step 3 of 5 - User Profile**

Mandatory fields are marked with a red asterisk (\*)

\*\* To make changes to your First Name or Last Name contact Equinor's Owner Relations Team at: ownerrelations@equinor.com

First Name \*            Middle Initial     

Last Name \*     

The Electronic Statements system requires an email address to provide self password reset or allow recovery of user ID. These messages will be sent to the email address provided below.

Email Address \*        
Please enter a valid email address.

If you wish to be automatically notified when a new statement is available, please select the checkbox below.

Notification Method  Email

TERMS AND CONDITIONS    CONTACT US    © Copyright 2022    SourceHOV Inc.    All Rights Reserved.

6) Select a security image and caption along with security question

 ePresentation for Interest Owner Statements

User Registration

**Step 4 of 5 - Security Image and Secret Question**

Mandatory fields are marked with a red asterisk (\*)

Security Image \*      

If you want to choose a different image, please [click here](#)

Enter Caption for Security Image \*        
This caption can be a description or any phrase that you want to help you recognize your selected image during login.

Secure Question \*        
Select a secure question from the drop down menu and enter the answer. Users are prompted for secure answers if a password is forgotten and a reset is required.

Secure Answer \*     

Confirm Answer \*

## 7) Create a password

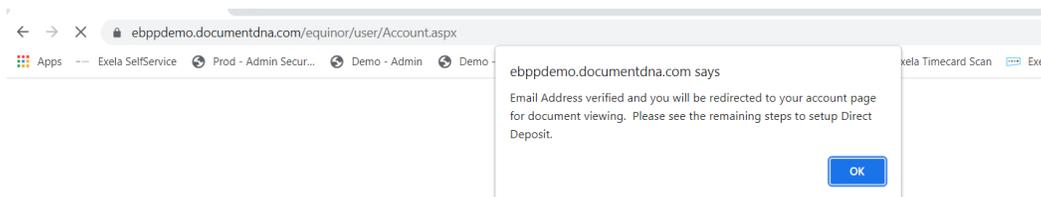
The screenshot shows the 'User Registration' page for 'ePresentment for Interest Owner Statements'. It is at 'Step 5 of 5 - Password Settings'. The page includes instructions: 'Mandatory fields are marked with a red asterisk (\*)'. There are two password input fields: 'Password \*' and 'Confirm Password \*'. Below the fields, it says: 'Create a New Password. Your Password can be 8-15 characters in length and must contain alpha numeric characters. Your User ID cannot be contained in the password. Please do not forget your password as it has been encrypted in our database and we cannot retrieve it for you. However, if you do forget your password and if you have provided an email address, you can request a new password online. You can also request a new password by calling our Exela Technologies ePresentment Help Desk. 1-800-218-5159. HOVhelpdesk@exelaonline.com'. At the bottom, there are 'Previous', 'Submit', and 'Cancel' buttons. A footer contains 'TERMS AND CONDITIONS CONTACT US © Copyright 2022 SourceHOV Inc. All Rights Reserved.'

8) When your account is successfully created you will see the following page in ePresentment. Please continue to step 9 to verify your email address.

The screenshot shows the 'User Registration' page with a confirmation message: 'Congratulations! You have completed the enrollment and activation process and your User ID is enabled for login. Please write down or print the following information for your reference.' It lists: 'Site URL: https://ebppdemo.documentdna.com/equinor/login.aspx', 'Enrollment Date: 1/12/2022 12:58:13 PM', and 'Customer Number: [REDACTED]'. It also lists user details: 'User ID: nevtestid', 'First Name: New', 'Last Name: TESTID', 'Email: tim.blackwell@exelaonline.com', 'Notification Methods: EMAIL', and 'Primary Notification Method: EMAIL'. It notes 'Notification when new documents are available: Yes'. It says: 'An email confirmation and information about how to verify your email address will be sent momentarily to tim.blackwell@exelaonline.com. If the email address displayed above is incorrect, please login to the user site and update your Profile with the correct email address. However, if the email address displayed above is correct and you do not receive the email within 30 minutes, please check your junk, blocked or spam mail folder / settings to allow messages from "equinordemo@documentdna.com".' It ends with 'Thank you, Equinor Owner Relations' and a link: 'Please click here to return to the login page.' A 'Print' button is at the bottom.

9) Users should receive an email notification that the account has been created. Please use the **link** in the email to log into your account using your User ID and Password to verify your email address.

10) Upon successful login you will be notified that your email address is verified and you will be redirected to your account page for document viewing.



**Note:** For Direct Deposit Setup, please see the Equinor Direct Deposit (EFT) Registration User Guide