



## **BLOSSOM INVESTOR ACCESS GUIDE**



## Before you begin:

To access Blossom, you must use Internet Explorer IE 10 or higher.

You must allow the usage of ActiveX controls.

If ActiveX is not installed, when you first use the site, you must install / enable the ActiveX control presented to you to allow your system to be identified as “public” or “private”.

## To Access Secure Blossom:

1. Navigate to <https://gateway.w-legal.com/RDweb>
2. Once on this page you will need to login with the username and password provided.
3. In the user name field you will need to put **Ophrys\** followed by your provided username. Example:

Domain\user name:   
Password:

\*\*\* jasons is used as an example. You will enter the username provided to you – typically for external users this will be in the format of “e-yourname” \*\*\*

4. In the password field please enter the password we have provided you. This password cannot be changed.

*[continued]*



5. Before logging in be sure to select **“This is a private computer”** as shown:

A screenshot of a login form. At the top, there are two input fields: "Domain\user name:" with the text "ophrys\jasons" and "Password:". Below these is a horizontal line. Underneath the line, the word "Security" is followed by a link "(show explanation)". There are two radio button options: "This is a public or shared computer" (unselected) and "This is a private computer" (selected). A red arrow points upwards from the bottom left towards the selected radio button. To the right of the arrow, there is a red warning message: "Warning: By selecting this option, you confirm that this computer complies with your organization's security policy." At the bottom right of the form is a "Sign in" button.

6. Once you have logged in, Select **Blossom Secure (external)**.  
You will have two options available: **Adobe Reader XI** and **Blossom Secure (external)**. We have included Adobe Reader so that you are able to open documents within Blossom.

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7. After clicking on **Blossom Secure** you will be prompted with another login screen. Click on the gray icon labeled "Other User". This will display another screen where you will be able to enter your username, password and token code. You can obtain a token code by pressing the gray button on the white token we have provided you.



The user name and passwords are the same as used on the gateway web site. We require dual login as part of our security process. The token codes are valid for approximately 40 seconds. If you get a message saying the token is invalid, please wait and enter the next one.

*[continued]*



8. After logging in a separate Internet Explorer window will appear. Within this window will be a secure connection with Blossom. You are now set up and will be able to search Blossom, view account documents, and view your portfolio.

The screenshot shows the PHRYS Account Search web application. The browser address bar displays <http://blossom/secured/SearchQuick.aspx>. The page header includes navigation links for SCRA (Militarv), TLO, WestLaw, TransUnion, Equifax, Pacer, Feedback, Questions, and Help. The main navigation menu has tabs for Search, Reports, and Help, with sub-tabs for Account and Advanced. A sidebar on the left lists various actions under 'Common Actions', 'List-based Actions', and 'Other Actions'. The main content area is titled 'Account Search' and includes a search input field, 'Search', 'Clear', and 'Recall' buttons, and dropdown menus for 'Entry Mode' (set to Single-line), 'Results/Page' (set to 10), and 'Expand Results' (set to Optimize). Below the search area, it indicates 'Hidden Account Items: { No Hidden Items Specified }'. A section titled 'Search Examples:' provides a list of search criteria and their corresponding results, such as 'ShorthandID: DOE1234' and 'Name & Account: Doe Johnny 1234'. An 'Important Notes:' section contains two bullet points: 'Experiencing Timeouts?' and a note about performing mass searches by switching 'Entry Mode' to 'Multi-line'.