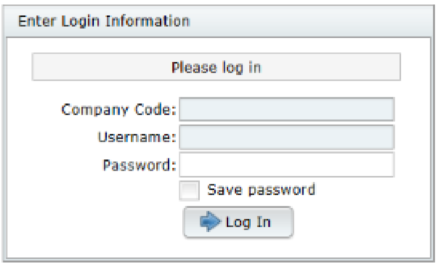
Part 1: Getting Started

10/29/2024 1:42 pm CDT

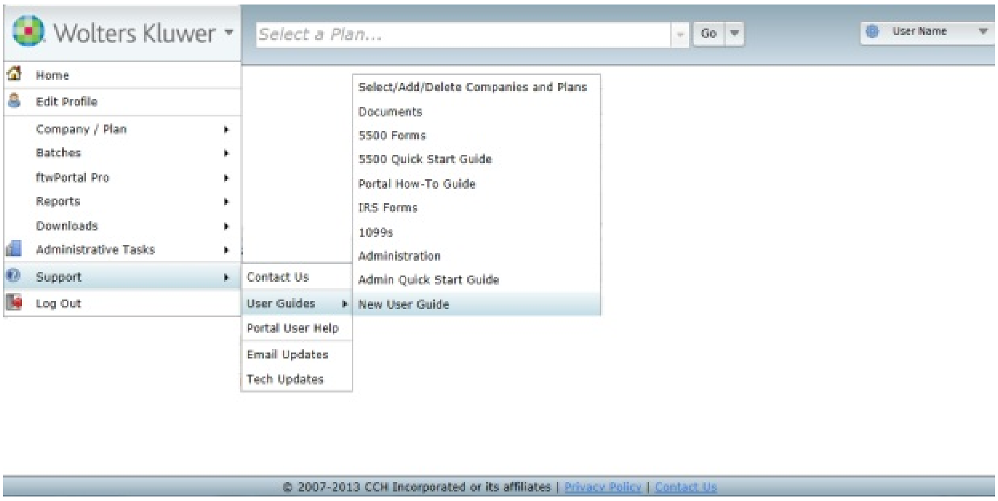
1.1. Logging In

You will need the company code, login name and password you received when you signed up for the ftwilliam.com system.



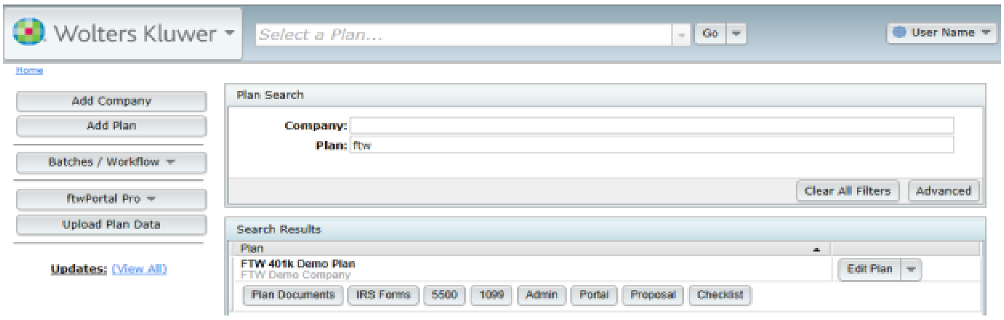
General ftwilliam.com website features available after log-in:

Getting Help: At the top of every page you will find a drop-down menu under the Wolters Kluwer logo for Support options. You can also call us during regular business hours at (800) 596-0714 (we are located in the Central Time Zone). This number can also be found by clicking the “Contact Us” link at the bottom of every page in your account. Product user guides are also available from the Wolters Kluwer button à Support à User Guides.



1.2. Select/Add New Company and/or Plan

First time ftwilliam.com users may need to add a company and plan to get started. Click here to review instructions to Select/Add/Delete Companies and Plans.



1.3. Select Plan and Navigate to the Compliance Module

After locating the Plan, click on the name of the plan. A list of available modules will appear under the plan name. To access the Compliance Software, click the “Compliance” button under the plan name.