Steps to Create a New Account on Bloomberg

You will need your mobile phone to receive the pin code needed for registration.

1. Search for Bloomberg software or double-clicking on the icon for Bloomberg in the desktop.
2. Once the Bloomberg software launches, click on the prompt to Create a New Login.

3. Select the boxes as marked, and then click the Next button as shown below.
Margolis Market Information Lab

4. Fill in the requested information such as your name, phone number(s) and e-mail address, etc.
   - Provide your mobile phone number (it is needed later to obtain a registration code via SMS) for both Mobile Phone and Company Phone.
   - For email address you should provide Illinois email account, e.g., do not use any other kind of free e-mail address.
   - Then Click Next

5. Bloomberg will generate a validation code that you will need to type into the Bloomberg terminal. This code can be sent via SMS Text, Automated phone call, or Email. Select your preference then click the Next button.
6. If you chose SMS option, a text message is received on your mobile phone. Type in the verification code in the space provided on the screen, and then click on the Next button.

7. Enter the password, and then click on the Next button.
8. Once your new login is created, make sure at this stage to write down your assigned user name and your password. Click on Log in Now button.

- Once logged in you will be asked to answer a quick configuration.
- You only need to select the Central Time zone (ignore the rest).
- For the Launchpad window select No.
- You should be set now to start the Bloomberg.