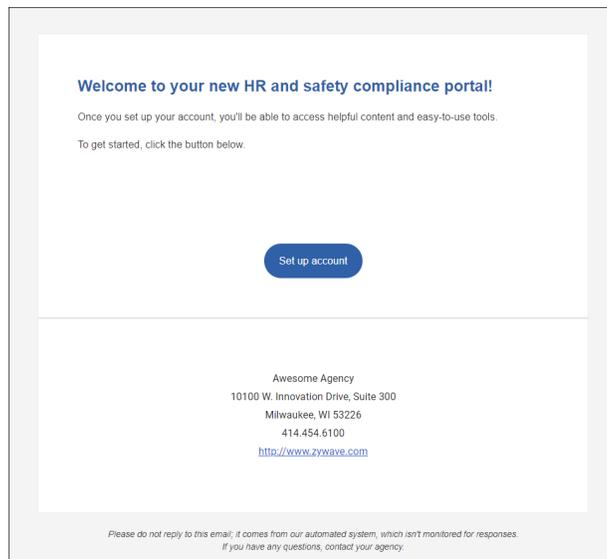


Welcome to Zywave

Accessing Your New Client Portal

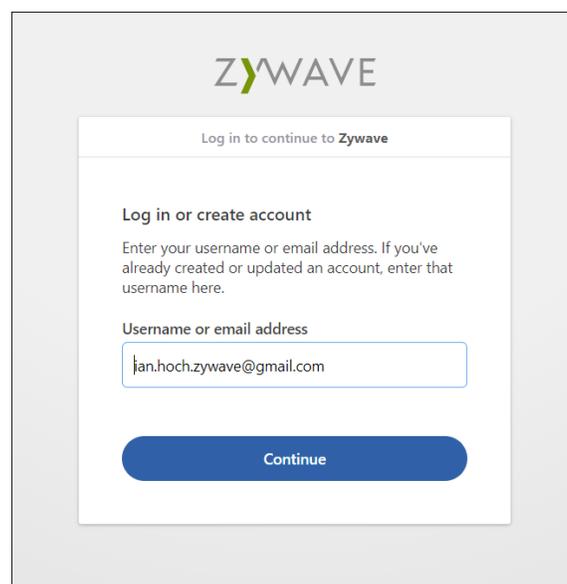
Accessing your new Client Portal is easy. Below, we provide instructions on getting started if you already have a Zywave account and if you still need to get one set up.

To begin, click **Set up account** in the invitation email you received to get started.

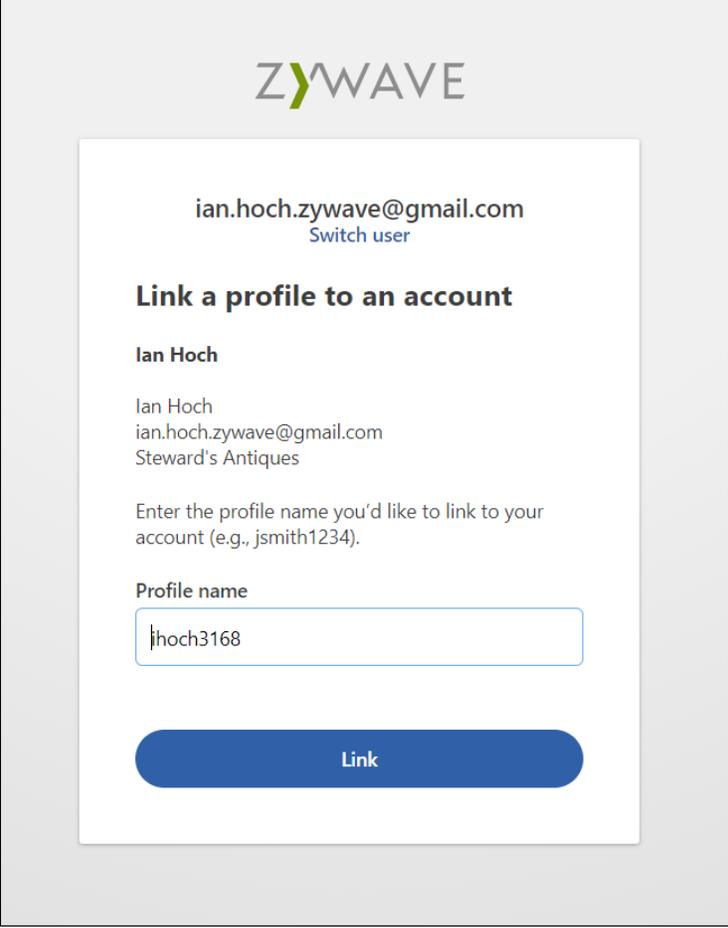


If you DO already have a Zywave account

1. If it isn't already pre-populated, enter the email address where you received the invitation and click **Continue**.



2. If you already have an account, you'll be prompted to link the profile you created (when you accepted the invitation you were emailed) to the email address you confirmed in the previous step. Name the profile whatever you want, then click **Link**.

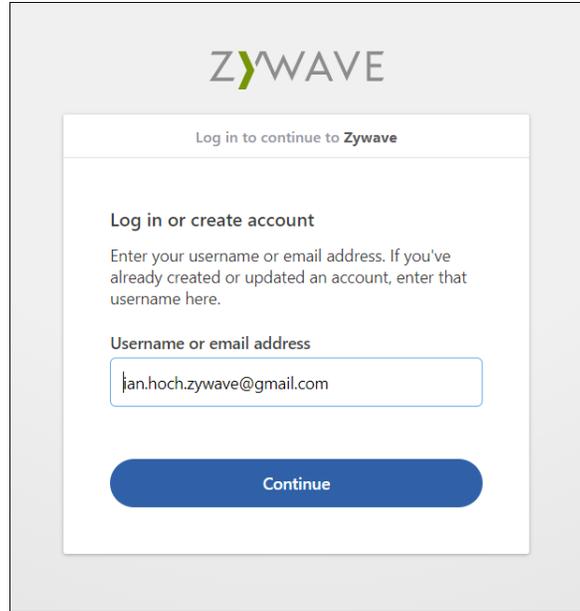


The screenshot shows a Zywave user interface for linking a profile to an account. At the top, the Zywave logo is displayed. Below it, the email address 'ian.hoch.zywave@gmail.com' is shown with a 'Switch user' link. The main heading is 'Link a profile to an account'. Underneath, the user's name 'Ian Hoch' is listed, followed by their email and business name 'Steward's Antiques'. A prompt asks the user to enter a profile name, with an example '(e.g., jsmith1234)'. A text input field contains 'ihoch3168'. A blue 'Link' button is positioned at the bottom of the form.

3. Now that your account is set up, you should be automatically redirected to the Client Portal. If you aren't, navigate to portal.zywave.com.

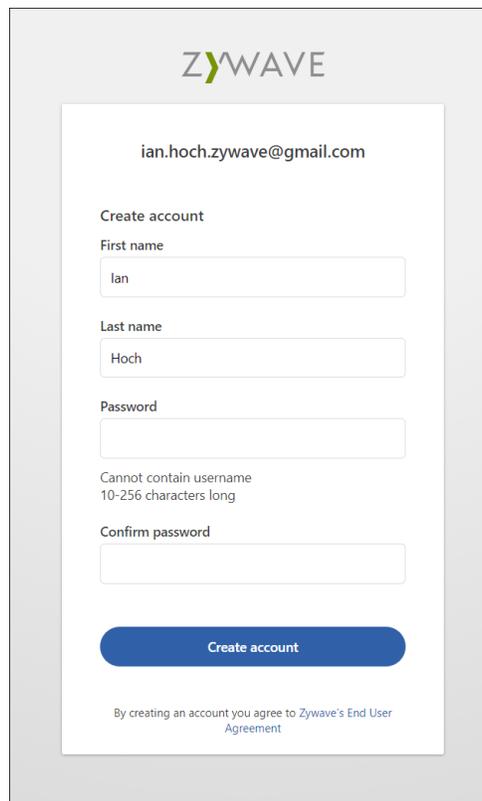
If you DO NOT have a Zywave account

1. If it isn't already pre-populated, enter the email address where you received the invitation and click **Continue**.



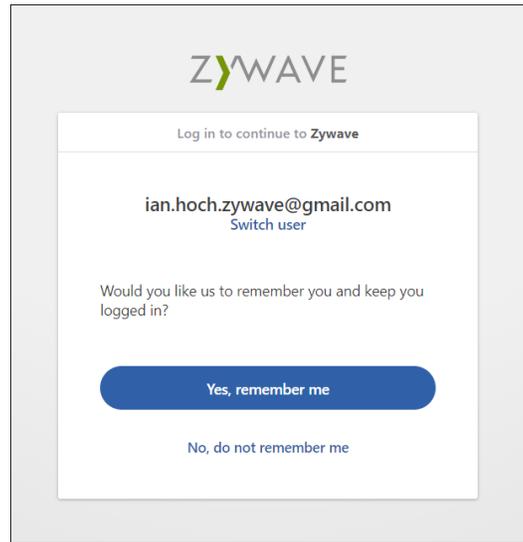
The image shows a Zywave login interface. At the top is the Zywave logo. Below it is a header that says "Log in to continue to Zywave". The main section is titled "Log in or create account" and contains the instruction: "Enter your username or email address. If you've already created or updated an account, enter that username here." There is a text input field labeled "Username or email address" containing the email "ian.hoch.zywave@gmail.com". Below the input field is a blue "Continue" button.

2. Create and confirm a password according the rules provided. When you're done, click **Create account**



The image shows a Zywave account creation interface. At the top is the Zywave logo. Below it is the email address "ian.hoch.zywave@gmail.com". The main section is titled "Create account" and contains the following fields: "First name" with the value "ian", "Last name" with the value "Hoch", "Password" (empty), and "Confirm password" (empty). Below the password field is a note: "Cannot contain username 10-256 characters long". At the bottom of the form is a blue "Create account" button. Below the button is a small disclaimer: "By creating an account you agree to Zywave's End User Agreement".

3. Decide whether or not you'd like to remain logged in by clicking on the corresponding button.



4. Now that your account is set up, you should be automatically redirected to the Client Portal. If you aren't, navigate to portal.zywave.com.