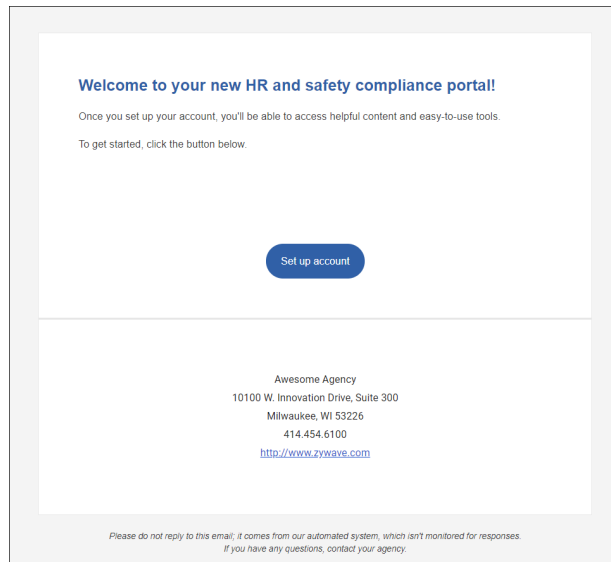


Welcome to Zywave

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.

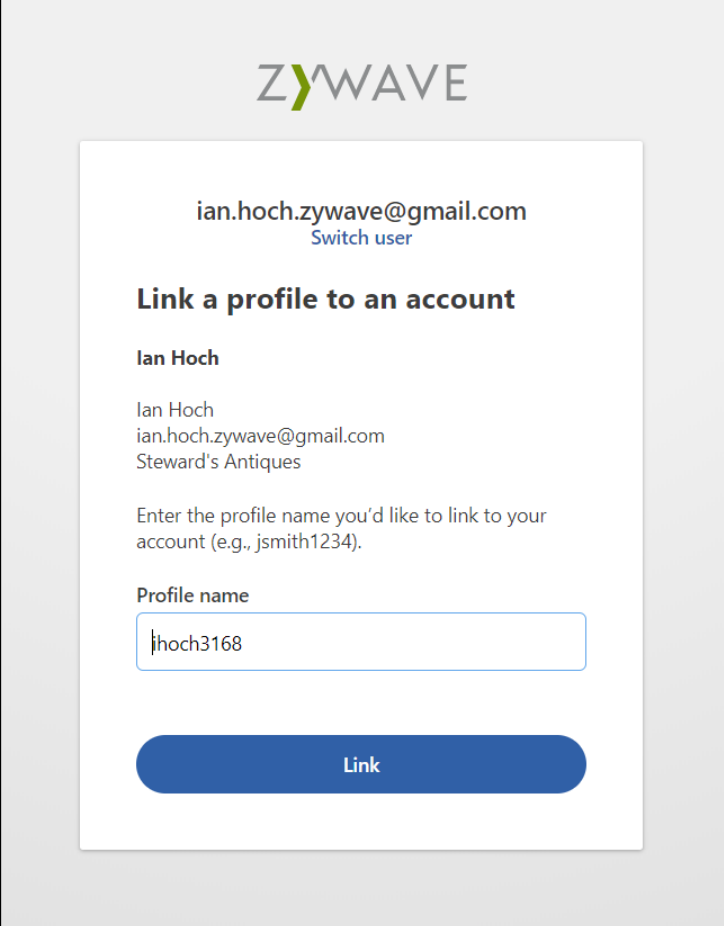


If you DO already have a Zywave account

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

A screenshot of the Zywave login page. The page has a light gray background. At the top, the Zywave logo is displayed. Below the logo, it says "Log in to continue to Zywave". Underneath, there is a section titled "Log in or create account" with instructions: "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 with the placeholder text "Username or email address" and the email address "jan.hoch.zywave@gmail.com" entered. Below the input field is a blue button with white text that says "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**.

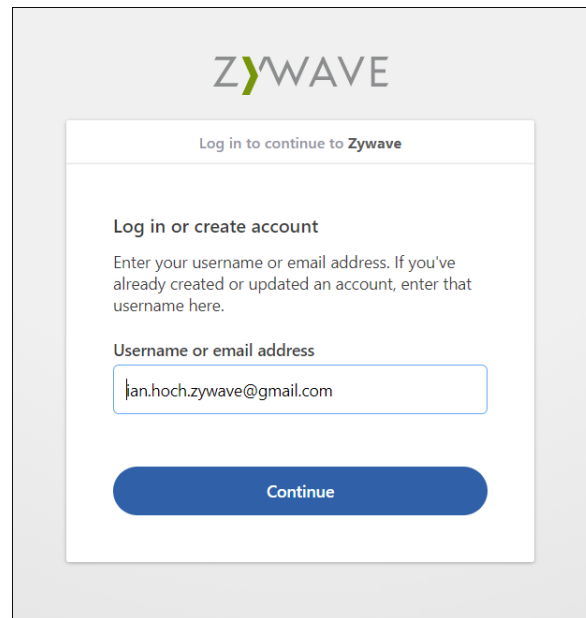


The screenshot shows a web interface for Zywave. At the top is the Zywave logo. Below it, the email address **ian.hoch.zywave@gmail.com** is displayed with a [Switch user](#) link. The main heading is **Link a profile to an account**. Underneath, the profile details for **Ian Hoch** are listed: **Ian Hoch**, ian.hoch.zywave@gmail.com, and **Steward's Antiques**. A prompt asks the user to "Enter the profile name you'd like to link to your account (e.g., jsmith1234)." Below this is a text input field labeled "Profile name" containing the text "ihoch3168". At the bottom is a large blue button labeled **Link**.

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.

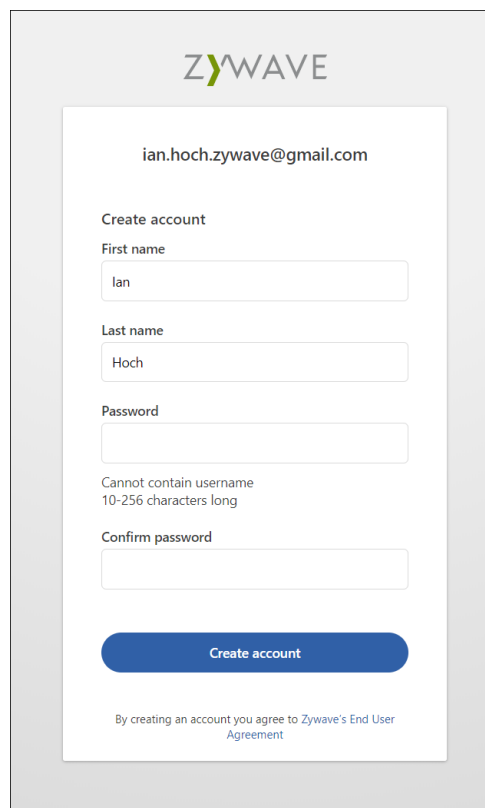
If you DO NOT have a Zywave account

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



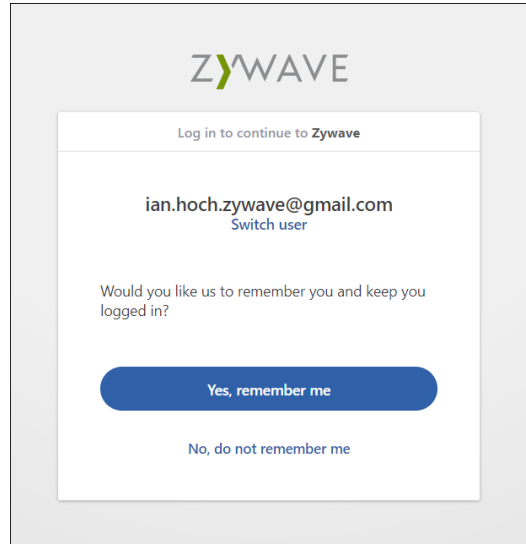
The image shows a Zywave login/continue screen. At the top is the Zywave logo. Below it is a header "Log in to continue to Zywave". The main section is titled "Log in or create account" and contains the instruction: "Enter your username or email address. If you've already created or updated an account, 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 button labeled "Continue".

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



The image shows a Zywave create account screen. 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 fields is a blue button labeled "Create account". At the bottom, there is a small text line: "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.

A screenshot of a Zywave login confirmation dialog. At the top is the Zywave logo. Below it is a header bar that says "Log in to continue to Zywave". The main content area shows the email address "ian.hoch.zywave@gmail.com" with a "Switch user" link below it. A question asks "Would you like us to remember you and keep you logged in?". There are two buttons: a blue "Yes, remember me" button and a "No, do not remember me" link below it.

ZYWAVE

Log in to continue to Zywave

ian.hoch.zywave@gmail.com
[Switch user](#)

Would you like us to remember you and keep you logged in?

Yes, remember me

No, do not remember me

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.