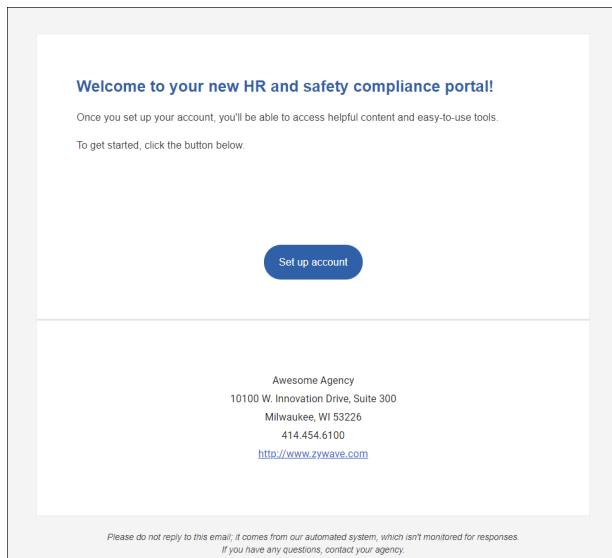


# Welcome to Zywave

## Accessing Your New Client Portal

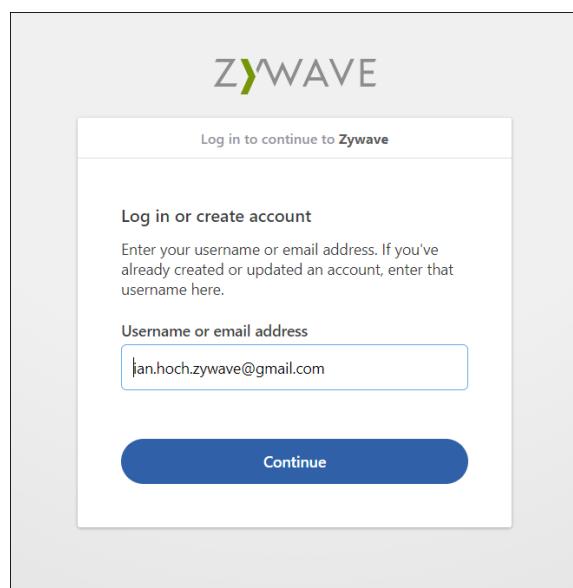
Accessing your new Client Portal is easy. Below, we provide instructions on getting started if you already have a Zywave account and if you still need to get one set up.

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

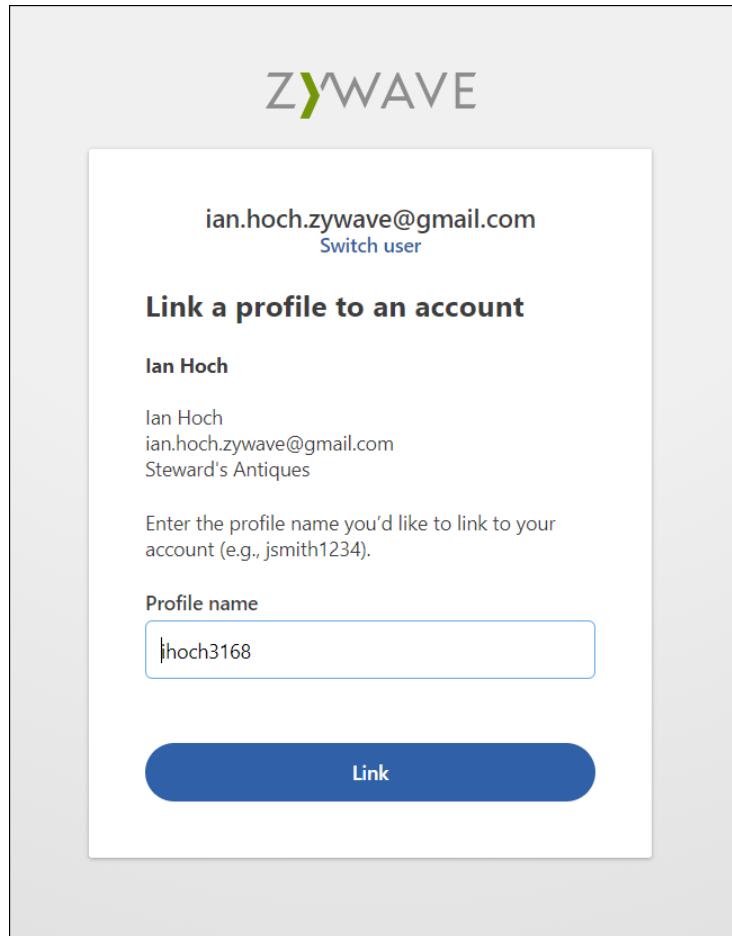


## If you DO already have a Zywave account

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



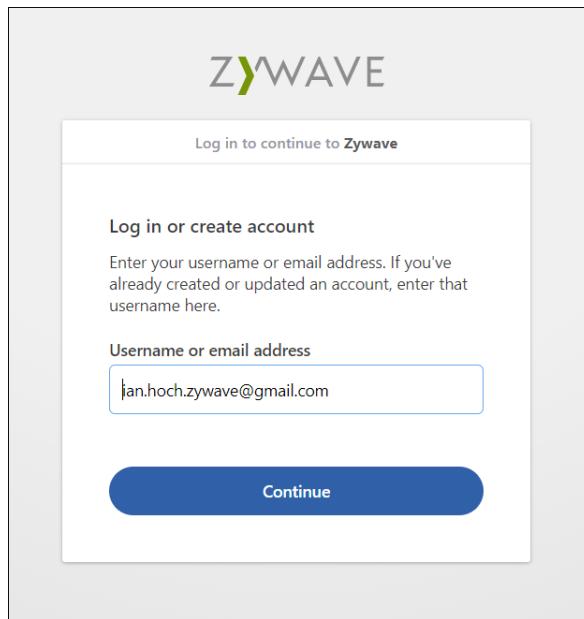
2. If you already have an account, you'll be prompted to link the profile you created (when you accepted the invitation you were emailed) to the email address you confirmed in the previous step. Name the profile whatever you want, then click **Link**.



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](https://portal.zywave.com).

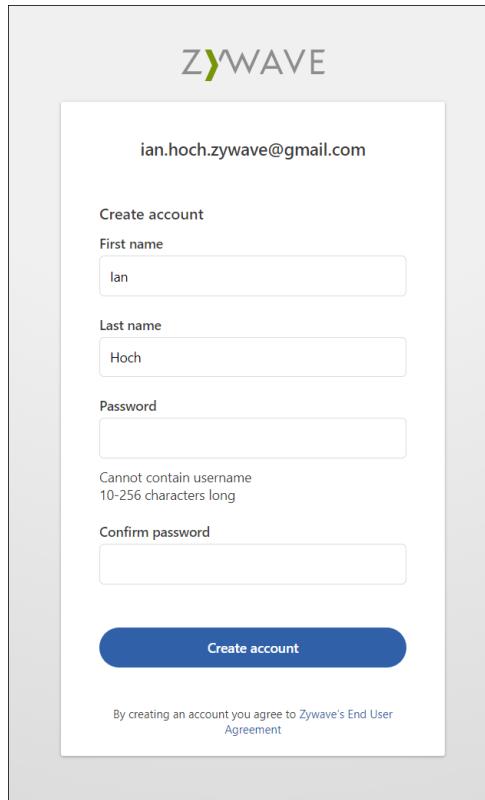
## If you DO NOT have a Zywave account

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



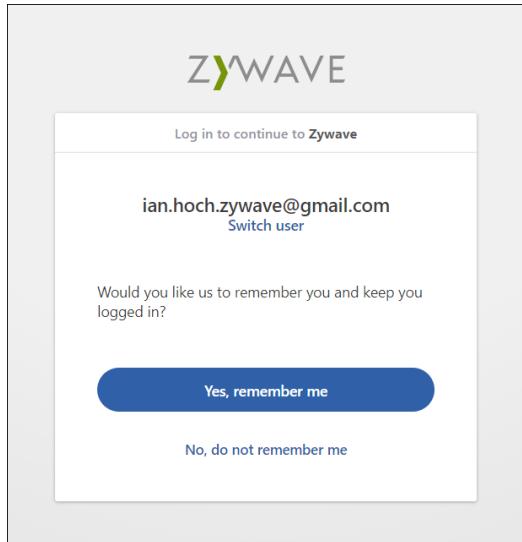
The image shows the Zywave login screen. At the top, the Zywave logo is displayed. Below it, a white box contains the text "Log in to continue to Zywave" and "Log in or create account". A sub-instruction says "Enter your username or email address. If you've already created or updated an account, enter that username here." Below this is a text input field with the placeholder "Username or email address" and the value "ian.hoch.zywave@gmail.com". At the bottom of the white box 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 the Zywave create account screen. At the top, the Zywave logo is displayed. Below it, the email address "ian.hoch.zywave@gmail.com" is shown. A white box contains the "Create account" heading and fields for "First name" (with "ian" entered) and "Last name" (with "Hoch" entered). Below these are fields for "Password" and "Confirm password", both of which are empty. A note states "Cannot contain username 10-256 characters long". At the bottom of the white box is a blue "Create account" button. At the very bottom of the screen, a small note says "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](http://portal.zywave.com).