## **Client Settings: Portal Access Settings**

Enable the **Client Portal** to provide customer access.

To go to the Client Portal Access Settings page go to **Settings > Client > Portal Access Settings**.

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From the page, click the toggle switch to **ON** to enable the Client Portal.

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This will bring up the **Direct Link** to the Client Portal login page. This is where your customers will use their Portal User credentials.

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	Client Portal login page	

Save the changes to the client portal settings.

To disable the Client Portal, click the toggle switch to OFF and Save. All login credentials will no longer work.

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