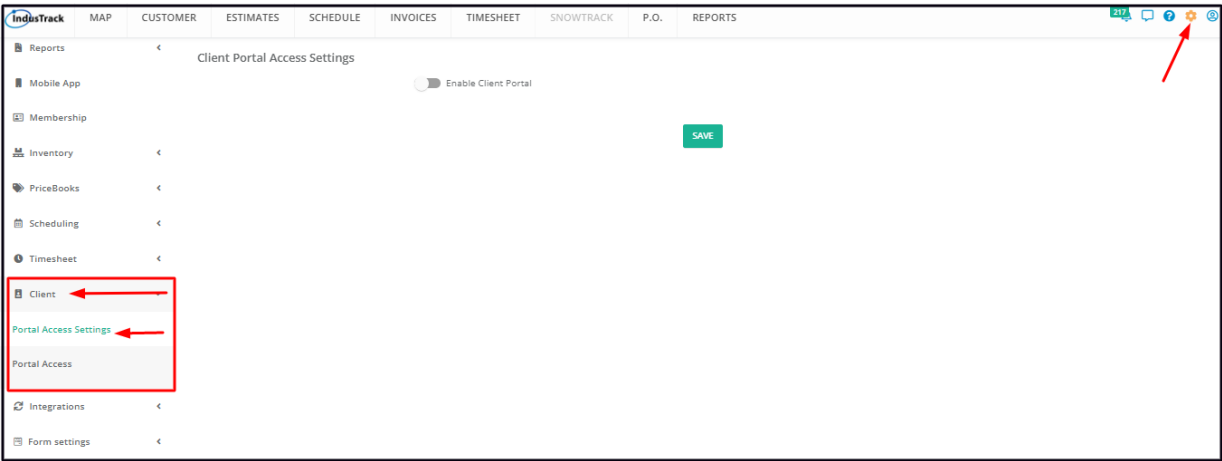


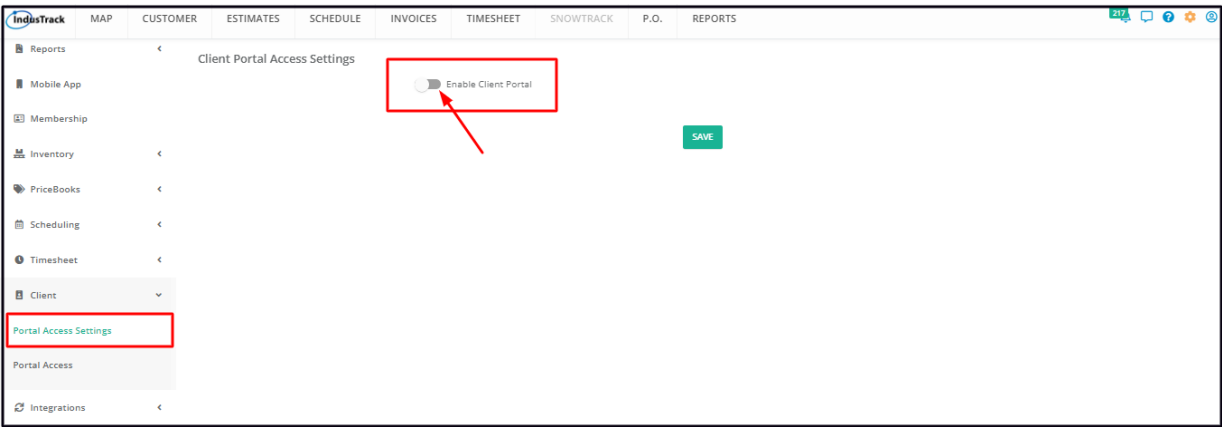
Client Settings: Portal Access Settings

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

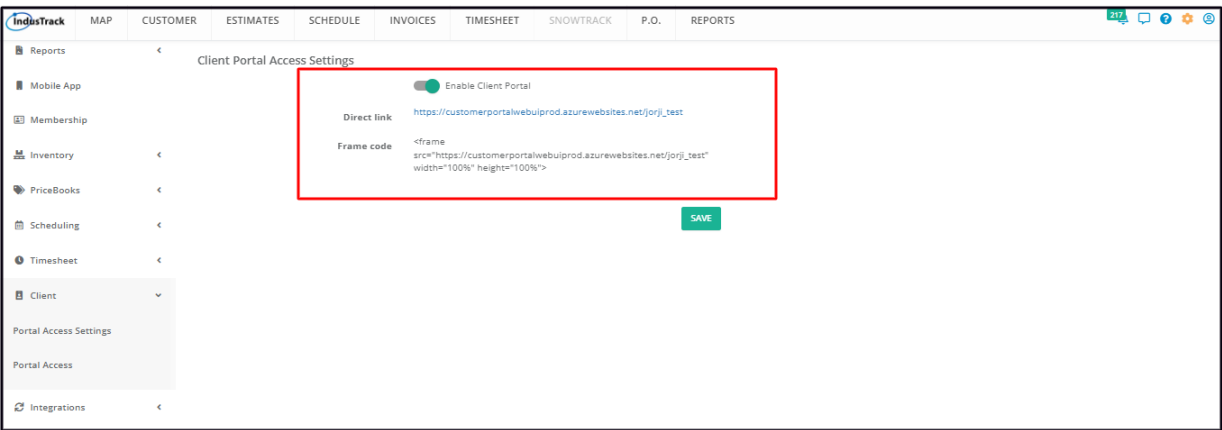
To go to the Client Portal Access Settings page go to **Settings > Client > Portal Access Settings**.




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



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





Email

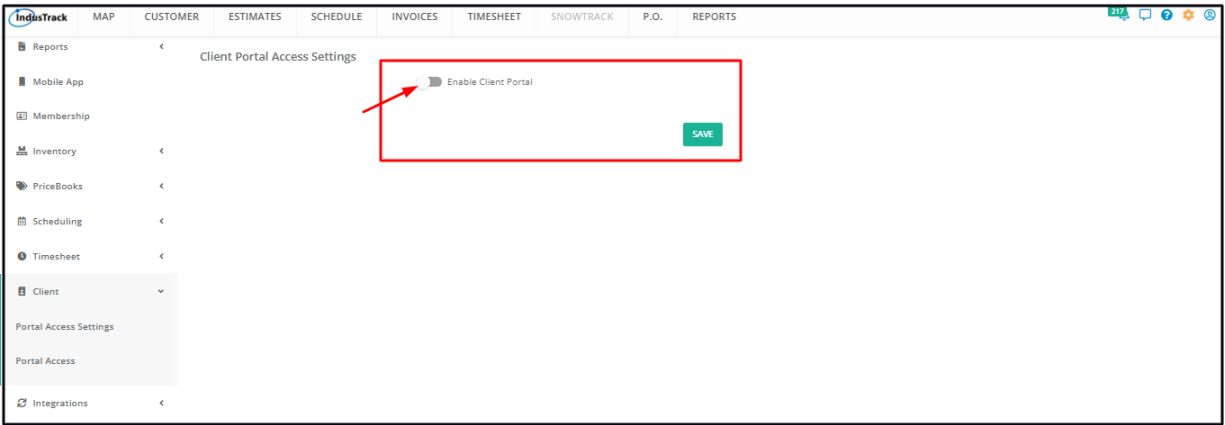
Password

LOGIN

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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Client Portal Access Settings

Enable Client Portal

SAVE