



- **To Register your Portal:**

- You will receive an email notification with a registration link. Click on that link to begin registration.
- Your username can be anything you choose
- Your password must contain:
 - At least 8 characters
 - At least 1 uppercase letter
 - At least 1 number
 - At least 1 specialty character
- **IMPORTANT:** your password will expire every 90 days. If you haven't logged in for more than 90 days, your password has expired and you will need to reset it using the instructions below.
- **Forgot password:**
 - If you don't remember your password or it has expired, you can reset it by clicking 'Forgot Password' and entering your login and email address (where you receive Portal notifications).
 - You will receive an email with a temporary password and be prompted to change it when you first log in.

- **To Login to your Portal:**

- Your Portal can be accessed through the Client Center on our website at www.huththompson.com. To login, click on "Client Center" then "Client Portal Login" and enter your username and password.
- You may see a box which says "I'm not a robot" – please follow the prompts, and reenter your login and password once you have been authorized.

If you need portal assistance, please contact Sarah Bowlen at (765) 428-5028 or email sbowlen@huththompson.com.