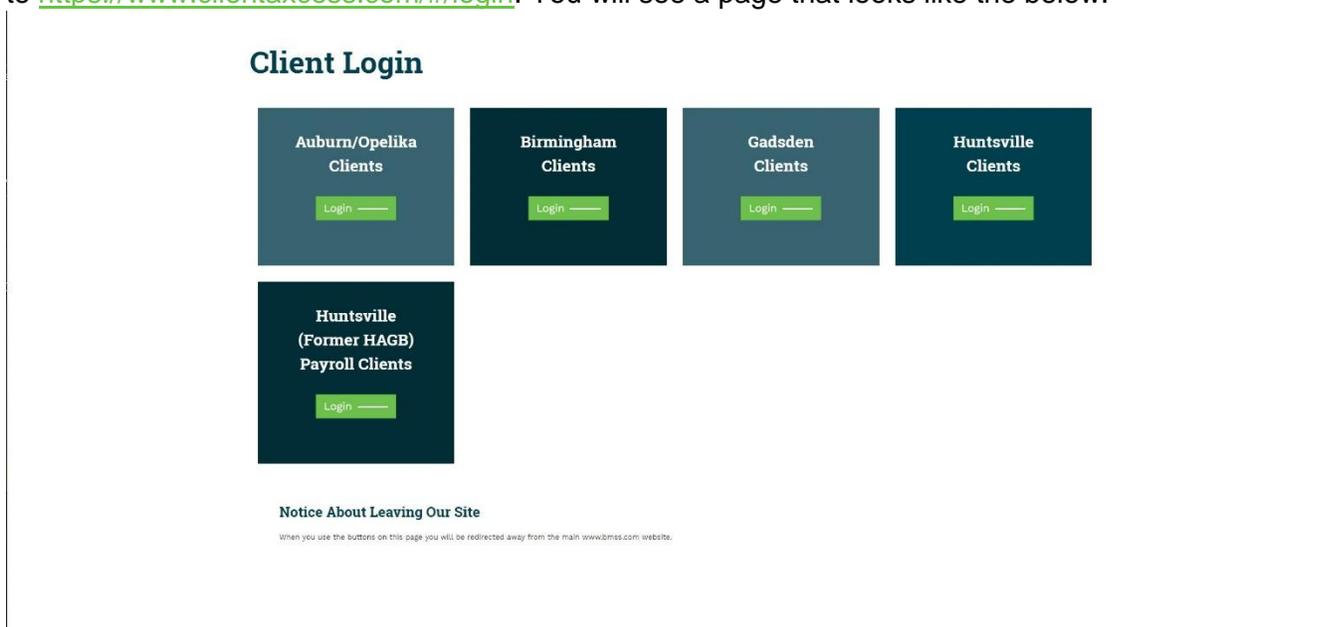


Directions for Logging in to Our Secure Website

1. Go to www.bmss.com and click on "**Client Login**" in the top right corner of the page, or go directly to <https://www.clientaccess.com/#/login>. You will see a page that looks like the below.



2. Select the login type that applies to you. You will be taken to the following screen:

Welcome

Please log in.

Login Password **Log In**

Forgot password?

3. In the space for "Login," enter your email address. (Your email address serves as your User ID.)

4. Enter your password if you are a returning user. If you're a first-time user, please follow steps 5-8.
 5. Skip entering your password and click on "Forgot password?".
 6. Enter your User ID (email address) and secure code. This will send a temporary password to the email address provided. The email will be from kmoore@bmss.com.
 7. Once the email has been sent, go back to the portal website.
 8. Once you log on using the temporary password, a new screen will come up that requires you to change your password. Follow the instructions on the screen.
9. Once you have changed your password, you will be in your portal.
 - You should see a welcome screen that can show you the basic functions of the portal.
 - All the portals to which you have access will be listed under the section titled **Portal Name**.
 - Click on the Portal Name and you will be taken to a screen showing all documents in that Portal.
 - In order to open a file, simply click on the file name and it will download from the Portal.
9. To upload files to portal, following these steps:
 - a. Click the blue **Upload** button in the Documents area.
 - b. Browse for files you want to upload.
 - c. Select the files to be uploaded.
 - d. Select Open. When the **Upload Queue** window opens, select **Upload All**.
 - e. This will put the file in the Documents section.
10. If you have more than one portal, you can click on the Portal Name in the blue bar to access your other portals or to search for a portal.