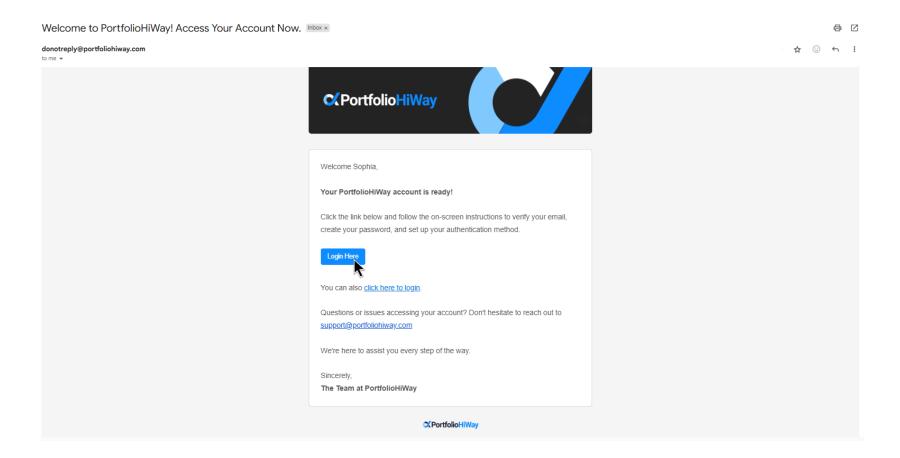
# **C** PortfolioHiWay®

**Getting Started** 



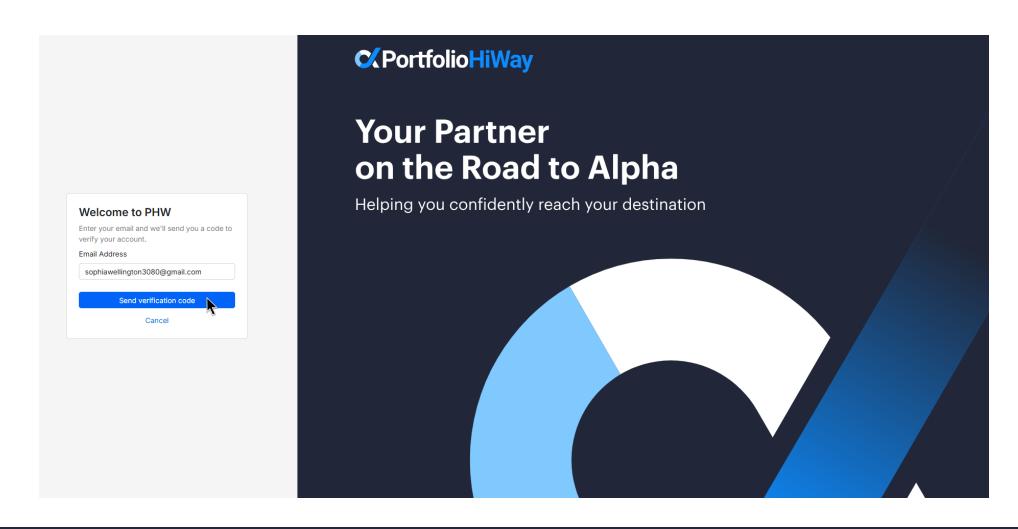


Start by opening your email account and select the email from donotreply@portfoliohiway.com titled "Welcome to Portfolio HiWay". Click "Login Here".



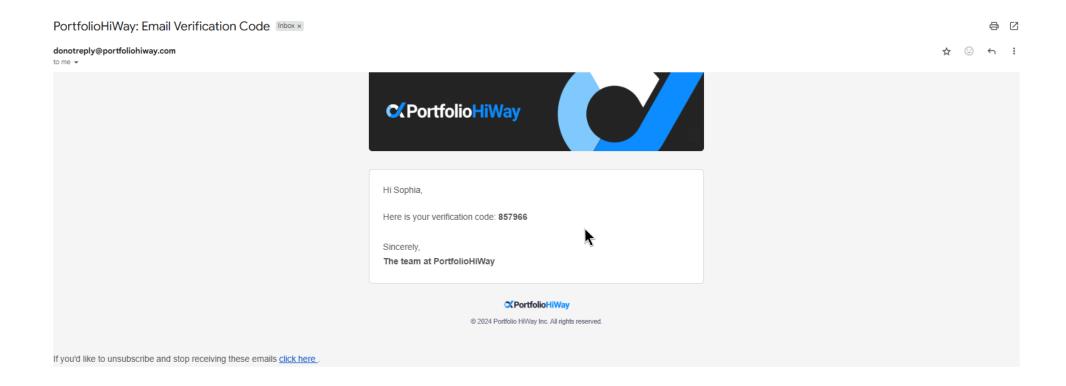


A new tab will open in your web browser. Enter your email address and click "Send verification code".





A 6-digit verification code has now been sent to your email, titled "PortfolioHiWay: Email Verification Code". Open the email and retrieve the code.



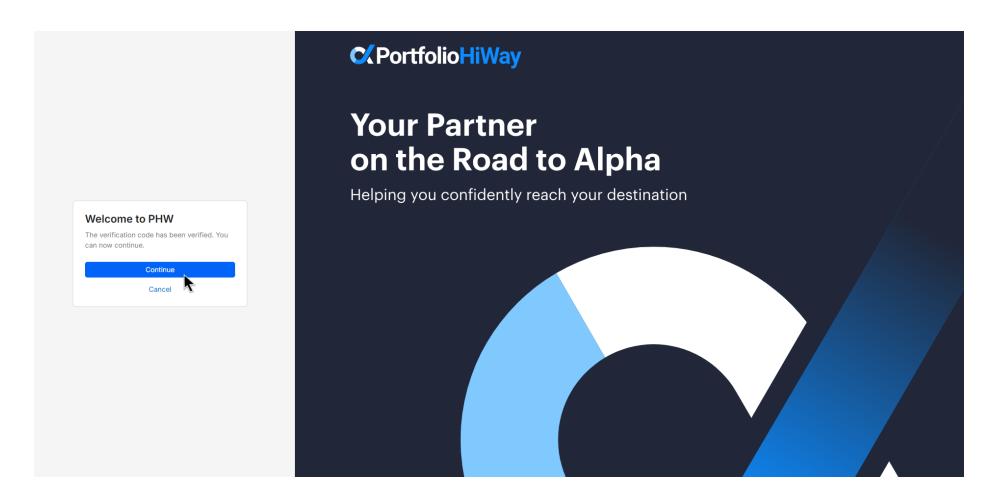


Enter the 6-digit verification code and click "Verify code".





Once verified, click "Continue".



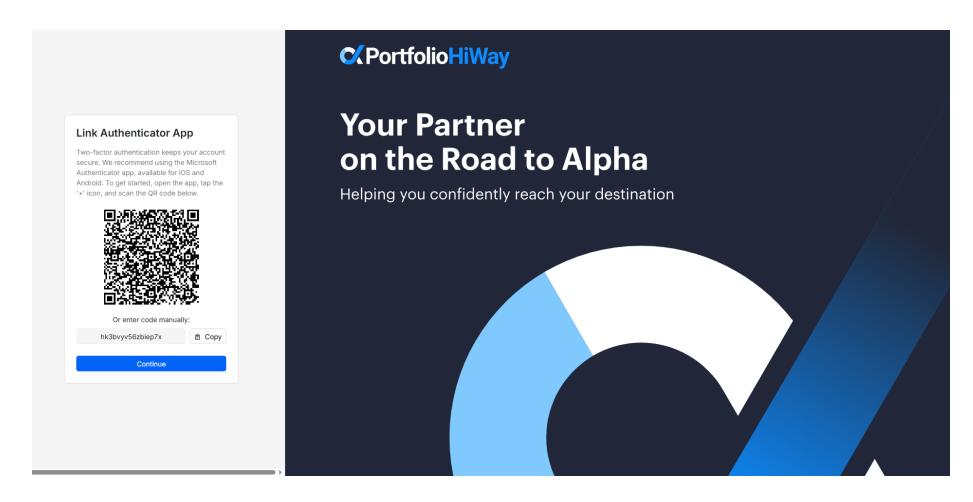


Create a password that satisfies the password criteria, then press "Continue".





Next, enable 2-Factor Authentication ("2FA"). You'll first need your mobile device.

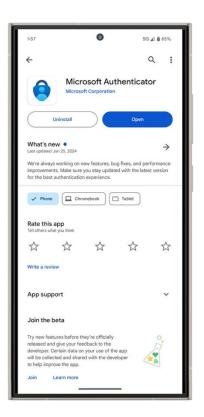




From your mobile device, open your app store and download your preferred authenticator app. Microsoft Authenticator is recommended.



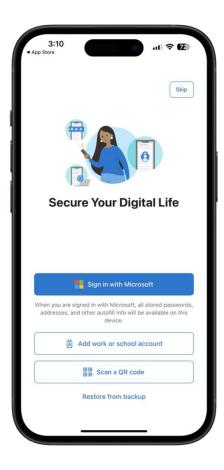
Apple App Store



Samsung App Store

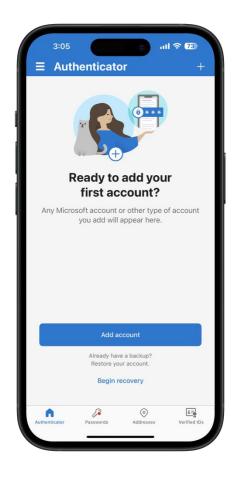


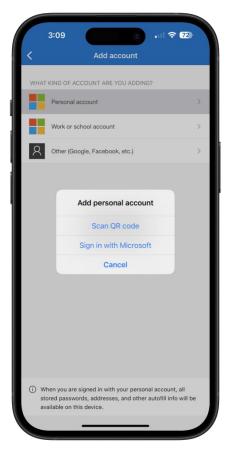
Once downloaded, open your authenticator app. Accept the privacy terms and click "Scan a QR code".





If you already have an authenticator app downloaded to your mobile device, proceed with opening it up and tap "+", "Add", "Add account" or similar text . Then click "Scan QR code".

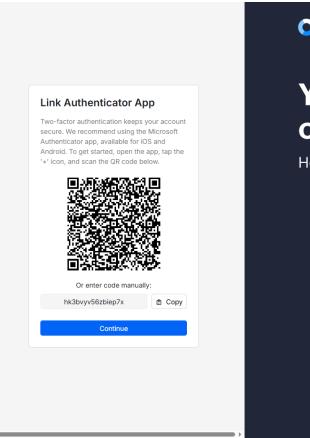






Your authenticator app will turn on your mobile device camera. Point the camera at the QR code on your computer screen to scan.

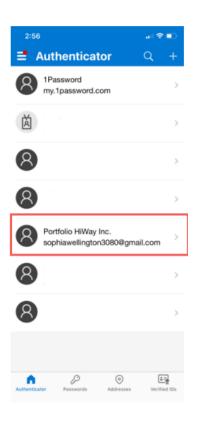


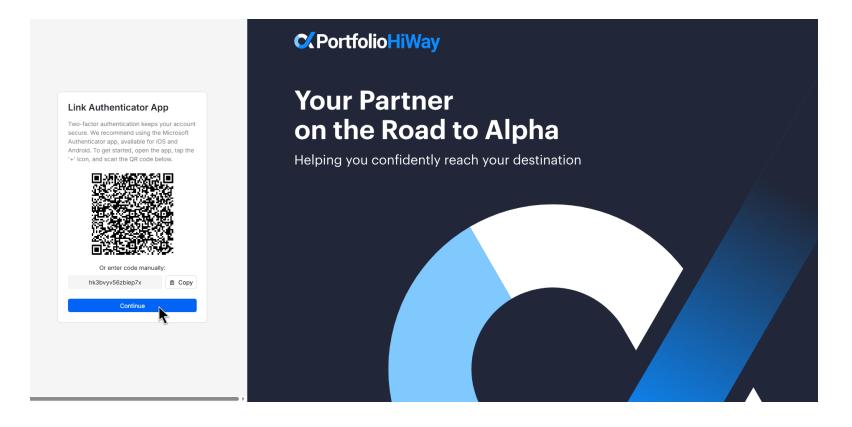






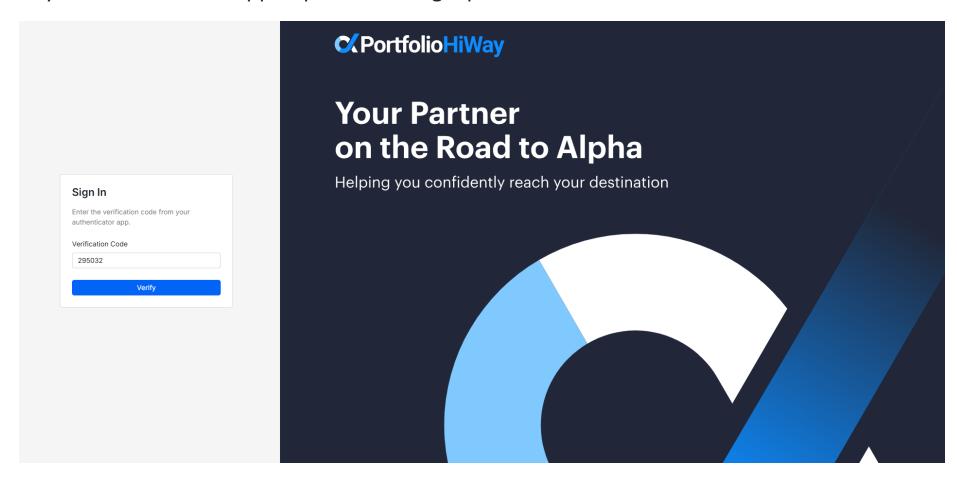
Once the QR code has been scanned, your authenticator app will automatically create an authentication profile, linked to your client portal. Next, click "Continue".





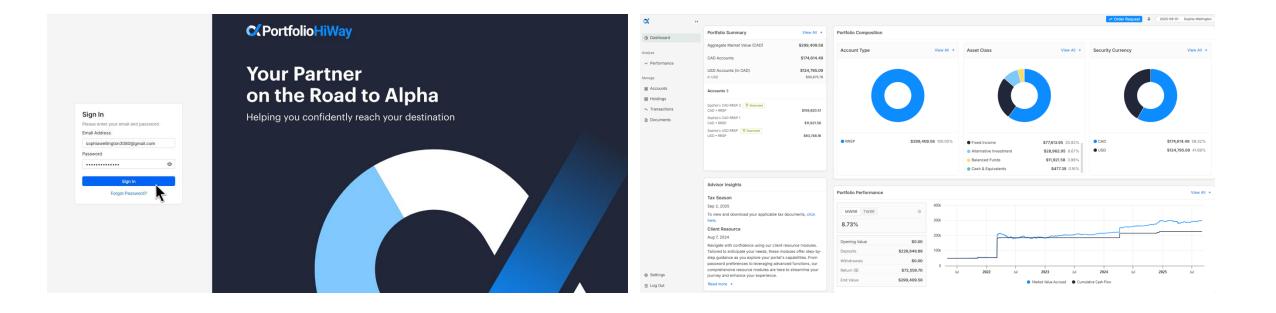


Using the 6-digit verification code, click "Verify". Your 2FA is now fully enabled. In future, you will be prompted to enter the code from your authenticator app as part of the login process.





You will now be directed to the main login page, where you will enter your login credentials and verification code once more before seeing your client dashboard.



## Contact

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For more information on our Privacy policy please visit: <a href="www.portfoliohiway.com/privacy-policy">www.portfoliohiway.com/privacy-policy</a>

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