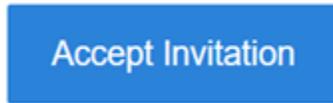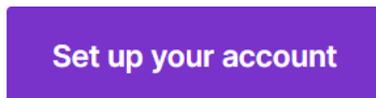# Azimuth Portal Instructions

Setting Up Your Account:

1. Within your portal invitation, click the blue "Accept Invitation" button.

2. This will take you to our welcome screen, where you will click the purple "Set up your account" button.
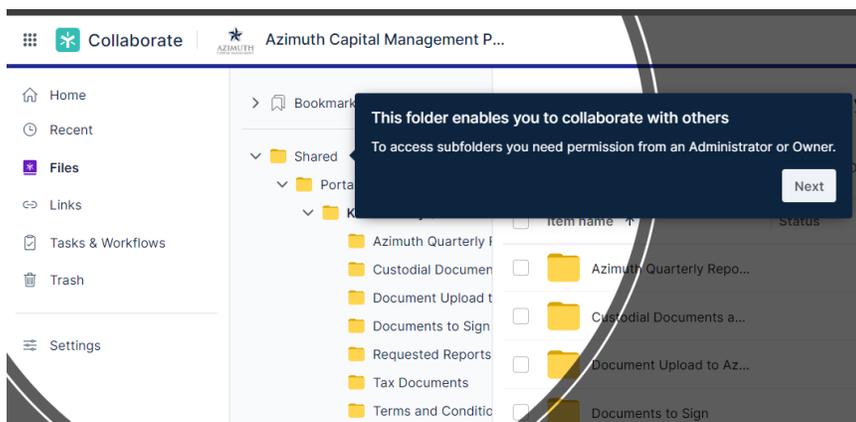

3. You will then be prompted to enter your name and password. Please note that your password must meet the following criteria:
   - At least 8 characters
   - At least 1 lower case letter
   - At least 1 upper case letter
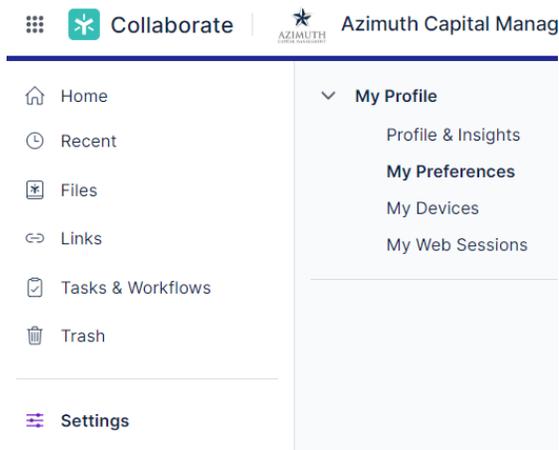   - At least 1 number
   - At least 1 special character

4. Click next, and you will be asked if you would like to add a profile picture. Click "Not Now," or you may upload a photo if you like following the on-screen prompts.

5. This will take you to the "Collaborate" page, which displays an arrow pointing you to your files. Click "Next."
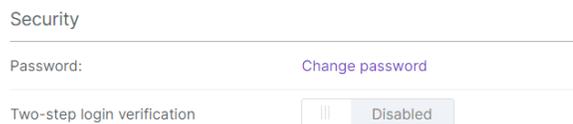
Setting Up 2 Factor Authentication:

1. On the left-hand menu, click "Settings" at the bottom of the menu. Under "My Profile," click "My Preferences."

2. In the large window, scroll down to "Security," and click the button that says "Disabled." The button will then switch to "Enabled."

3. Scroll to the bottom of the page, and click "Save."   You will be immediately logged out and taken to the login screen. Log in with your email address and password. This will take you to the Two Factor Authentication page. Click the blue "Get Started" button.

4. You will then be given the option to download an app or use your phone (either cell phone or land line) for authentication. Follow the simple on-screen instructions to finish the set up.