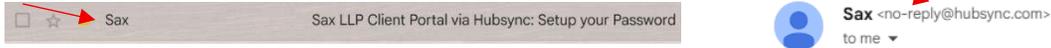
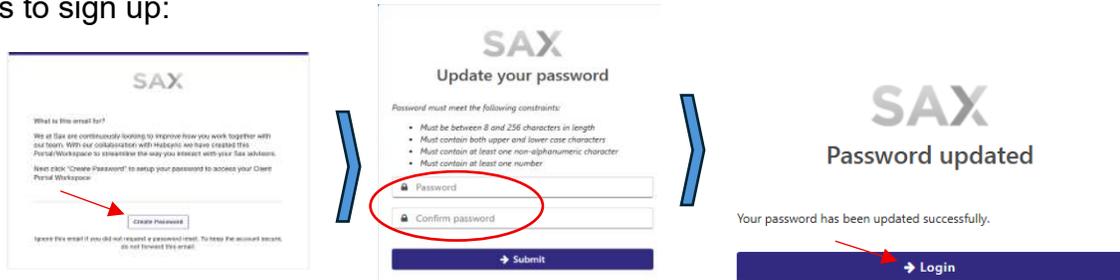


# PORTAL CHEAT SHEET

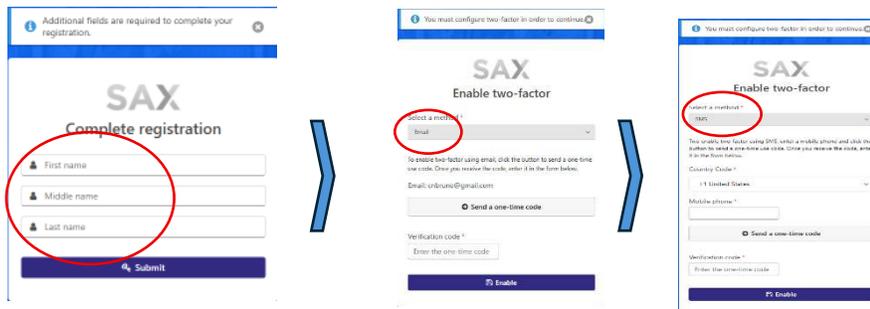
Your welcome email will look like this and from this email address "no-reply@hubsync.com":



Once you open your email – then click on the “create password” tab, and follow the prompts to sign up:



**Note: You will need to set up Two Factor Authentication! You can choose either email OR SMS. SMS is the best option. This will be the method of verification going forward, until you change it in your account settings:**



After you verify you will receive recovery codes, please save for future use!:



Now, accept  
“Use Terms and Policy”

## AND YOU ARE IN!!!!!!