

How to Register Your Portal

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 special character
- 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" from the login screen and entering your login and email address.
 - You will receive an email with a temporary password and be prompted to change it when you first log in.

If you need portal assistance, please contact Kendra Dovolis at 765-428-5075 or email kdovolis@huththompson.com