

# Setting up your Client Portal for the First Time

1

You will receive an invitation via email from your contact at Crowe Soberman inviting you to use the client portal.

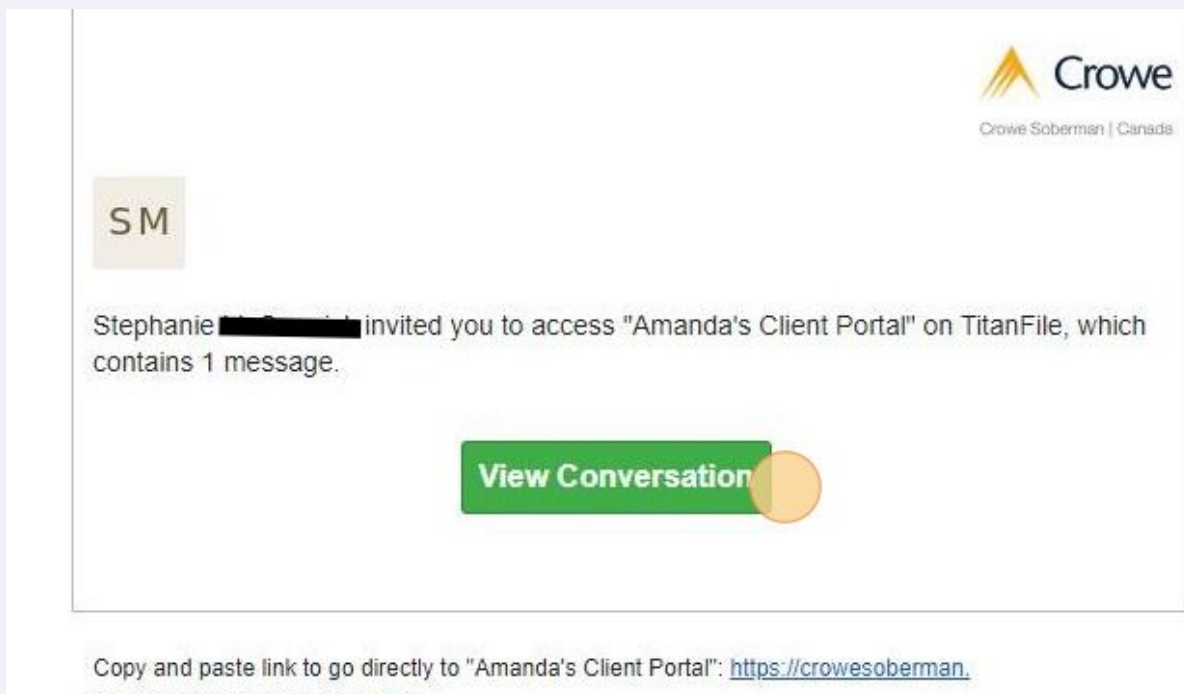


Note: If you have two different client portal accounts registered with two different email addresses, those email addresses are not interchangeable.

If you are having trouble signing into your account(s), you may be using the wrong email address with the wrong password.



2

Navigate to the email you have received and click on 'View Conversation'.



**3** Your email and name will automatically appear.

**Register and get access to the following:**

 2 Messages       2 People

To access this information, there is no installation or configuration required.  
You only need to set a new password and you will have access.  
Your password must be at least 8 characters long, and contain at least three of the following four characters: A lowercase character, an uppercase character, a special character, and a digit.

Your email: [redacted]@hotmail.com

Your name:

Password:

Confirm password:

**Proceed to messages**

**4** Please set up a new password to access your client portal.

2 Messages      2 People

To access this information, there is no installation or configuration required.  
You only need to set a new password and you will have access.  
Your password must be at least 8 characters long, and contain at least three of the following four characters: A lowercase character, an uppercase character, a special character, and a digit.

Your email: [redacted]@hotmail.com

Your name:

Password:

Confirm password:

**Proceed to messages**

By logging in you accept the [Terms of Service](#).



Note: You will be required to change your password every 45 days. You will need to enter your current password to create a new password.

If you have forgotten your current password, navigate to this link:  
<https://crowsoberman.titanfile.com/password/reset/>

**5** Click on 'Proceed to Messages'.

2 Messages      2 People

To access this information, there is no installation or configuration required.  
You only need to set a new password and you will have access.  
Your password must be at least 8 characters long, and contain at least three of the following four characters: A lowercase character, an uppercase character, a special character, and a digit.

Your email: [redacted]@hotmail.com

Your name: Amanda [redacted]

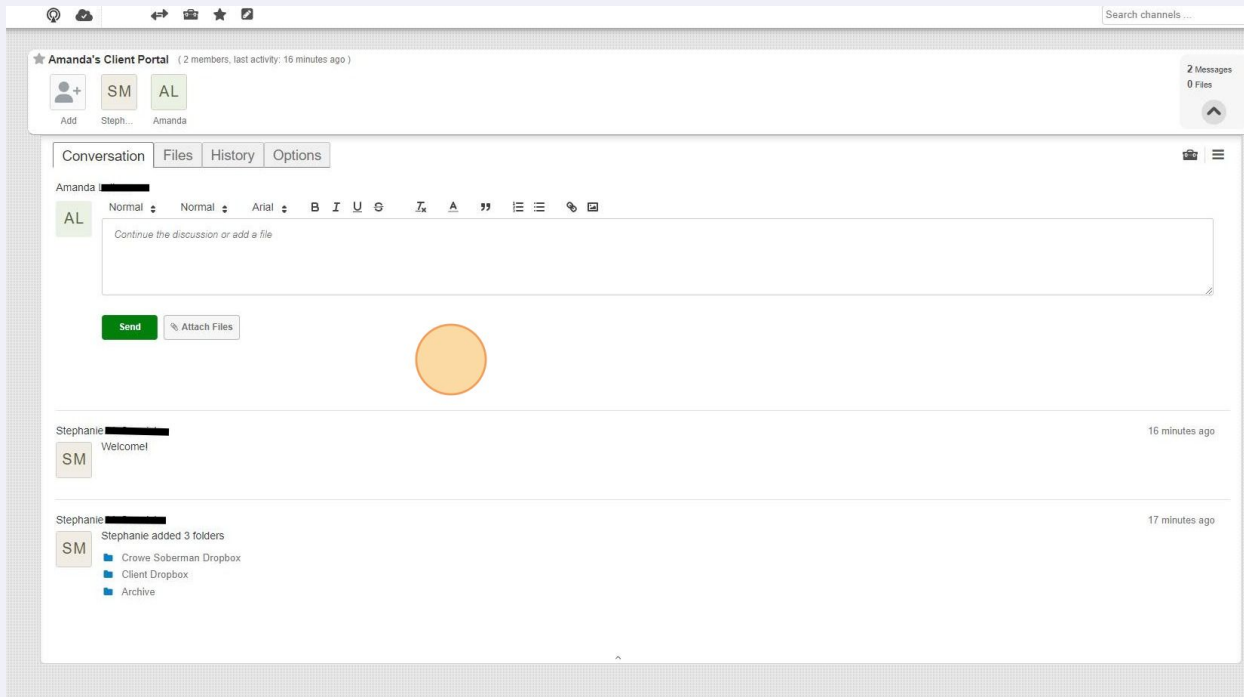
Password: [redacted]

Confirm password: [redacted]

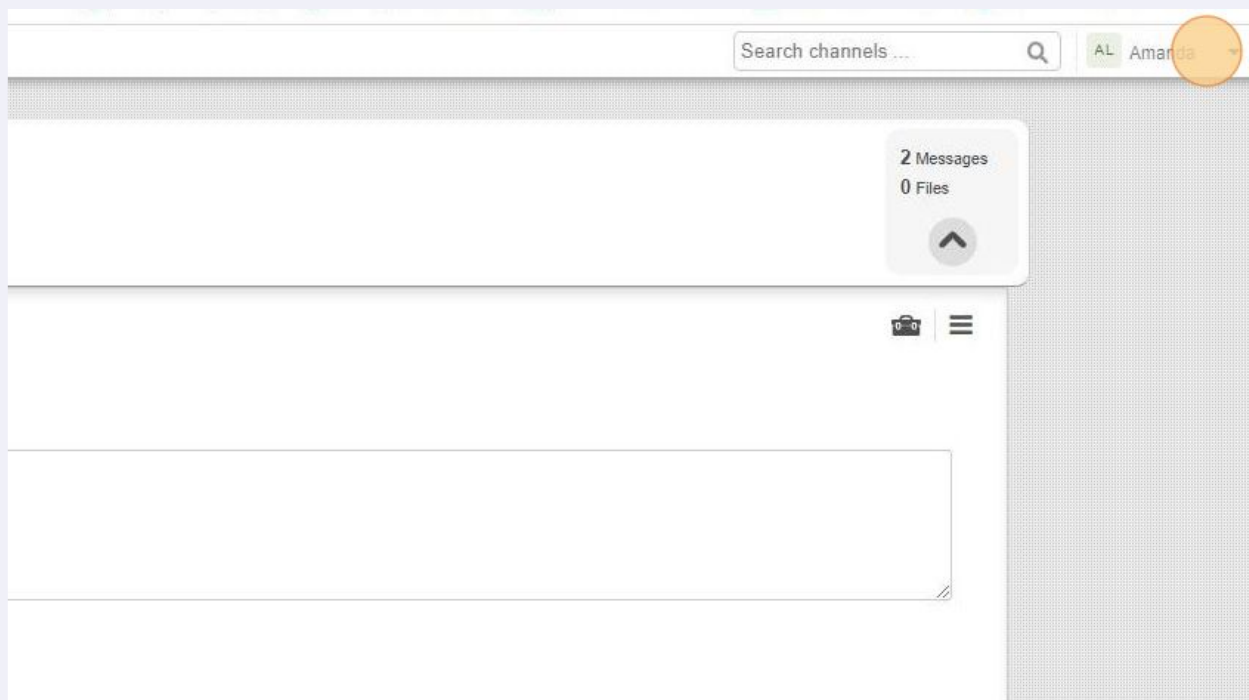
**Proceed to messages**

By logging in you accept the [Terms of Service](#).

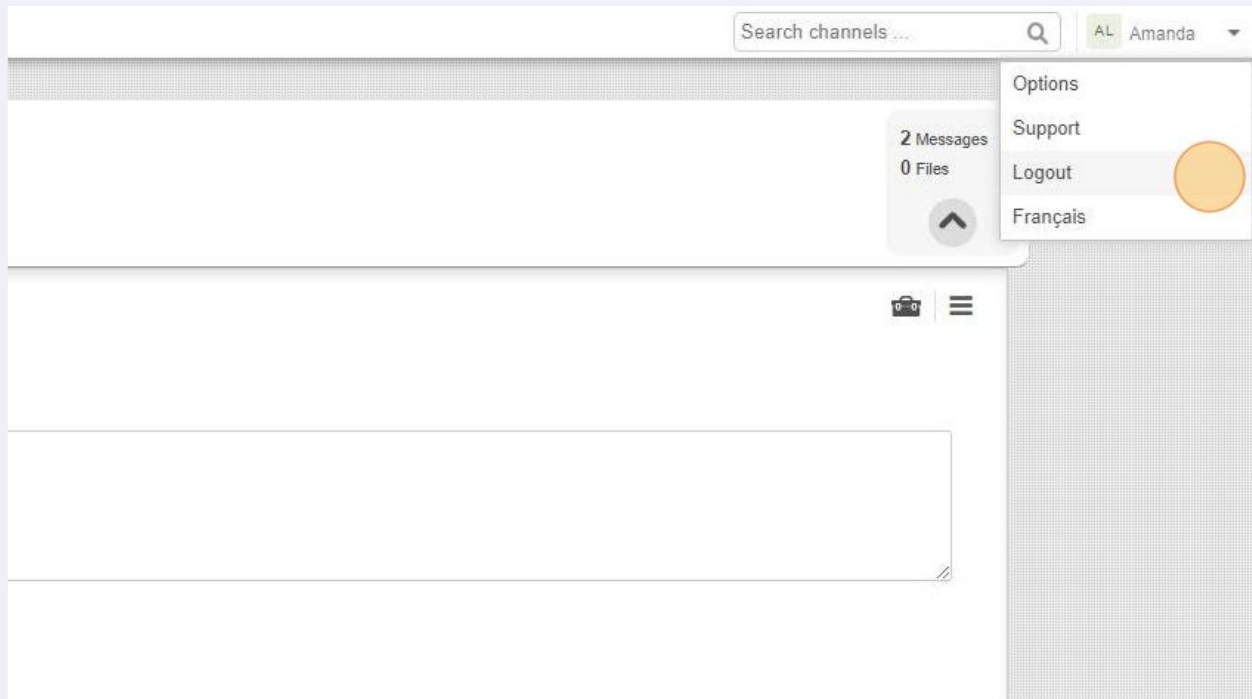
6 You now have access to your Crowe Soberman client portal.



7 To Logout, click on your name in the top right corner.



**8** Click 'Logout'.



To get back to your client portal, navigate to <https://crowesoberman.titanfile.com/login/?next=/>