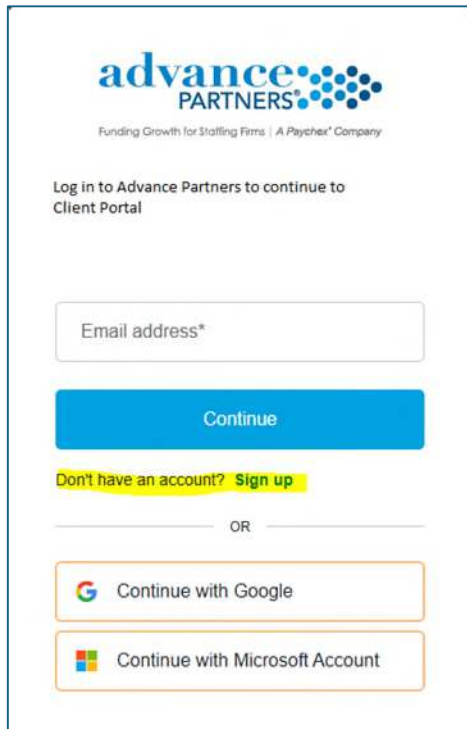


How To Log Into The Client Portal

The first time you log in, you will need to click Sign Up. You will use your work email address.



The screenshot shows the login interface for Advance Partners. At the top is the logo with the text "advance PARTNERS" and a tagline "Funding Growth for Staffing Firms | A Paychex® Company". Below the logo, it says "Log in to Advance Partners to continue to Client Portal". There is a text input field labeled "Email address*". Below this is a blue "Continue" button. Under the button, a link reads "Don't have an account? Sign up". A horizontal line with "OR" in the center separates this from the social login options. There are two buttons: "Continue with Google" (with the Google logo) and "Continue with Microsoft Account" (with the Microsoft logo).

Click Continue



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Create Your Account

Sign Up to Advance Partners to
continue to Client Portal

Email address*

|

Continue

Already have an account? [Log in](#)

OR



Continue with Google



Continue with Microsoft Account

Login • Quick Step



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Verify Your Identity

We've sent an email with your code to:
amflanagan01@gmail.com

Enter the 6-digit code*

Continue

Didn't receive a code? [Resend](#)

[Go back](#)

Login • Quick Step



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Next you will setup your password

Password*

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

Criteria for password

Your password must contain:

- ✓ At least 8 characters
- ✓ At least 3 of the following:
 - ✓ Lower case letters (a-z)
 - ✓ Upper case letters (A-Z)
 - ✓ Numbers (0-9)
 - ✓ Special characters (e.g. !@#\$%^&*)

MultiFactor Authenticator - MFA



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Secure Your Account

Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below.



[Trouble Scanning?](#)

— THEN —

[Continue](#)

Scan the QR code using any authenticator app that you have available to you (can get app from Google Play or Play Store)

Enter the one time code on the screen



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Almost There!

Copy this recovery code and keep it somewhere safe. You'll need it if you ever need to log in without your device.

3CVVTMU1H47DZZH3RS5N4VYP

Copy code

☐ I have safely recorded this code

Continue

Click Copy Code and save this somewhere safe.

Check the box that you have safely recorded the code and click Continue

You will see your Dashboard



Company for Demo
Purpose-FO

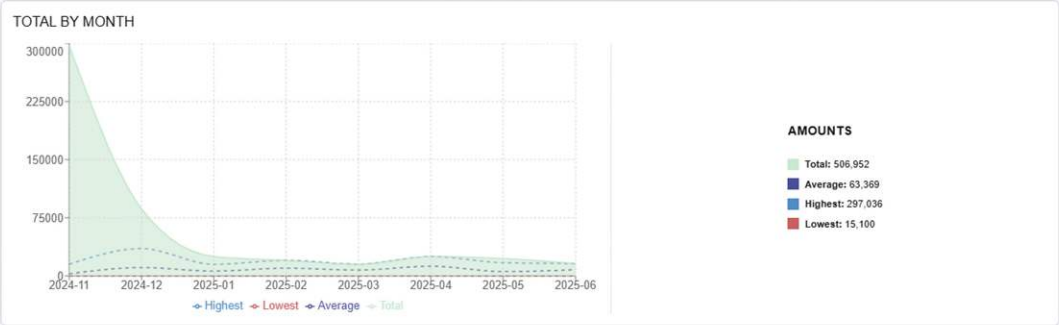
- Dashboard
- Data Import
- Customers
- Divisions
- Invoices
- Schedules
- Contracts
- Rate Tables
- Users
- Reports
- Cases

Dashboard

Corporation Status: **ACTIVE** [View Details](#)

[My Team](#) [Import Data](#) [Upload Files](#)

Receivables Total 874,021	Reserve Total 0	Accrued Fees Total 0	Settlement Total 874,021
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Login • Quick Step