

HUBSYNC

Logging in for the first time

Step 1: Accept your email invitation

You will receive an invitation via email to access your workspace on the HubSync portal. Please follow the on-screen prompts to create your secure account.



Check your spam or junk folder for an email from no-reply@hubsync.com.

The screenshot shows an email from Keiter with the subject 'Create Password'. It addresses the user as 'Hi keiterclient@gmail.com' and instructs them to click a link to setup their password. A 'Create Password' button is visible. At the bottom, it includes a disclaimer: 'This is an automatically generated email. Please do not reply.' and links to 'Privacy Policy' and 'Terms of Use'. It also mentions 'Powered by HubSync'.

Step 2: Complete registration

Create a password and enter your name.

The screenshot shows a form titled 'Update your password' from Keiter. It lists password constraints: 'Must be between 8 and 256 characters in length', 'Must contain both upper and lower case characters', 'Must contain at least one non-alphanumeric character', and 'Must contain at least one number'. There are two password input fields with icons to toggle visibility. A 'Submit' button is at the bottom.



The screenshot shows a form titled 'Complete registration' from HubSync. It has input fields for 'First name' and 'Last name'. A green 'Submit' button is at the bottom.

Step 3: Enable two-factor authentication

For your security, two-factor authentication must be established.

1. Select your authentication method from the drop-down menu - email or SMS.
2. Click the "Send a one time code" icon to receive a verification code to your selected chosen method.
3. Enter the verification code you received in the verification code text box.
4. Click the "Enable" icon.

Enable two-factor

Select a method *

1

To enable two-factor using email, click the button to send a one-time use code. Once you receive the code, enter it in the form below.

Email: keiterclient@gmail.com

2

➔ Send a one-time code

Verification code *

3

Enter the one-time code

4

📁 Enable

Step 4: Recovery Codes

During your initial set up of two-factor authentication, you will be provided with ten recovery codes that can be used to complete or disable two-factor authentication.

Keiter

Enable two-factor

Because this is the first time you have enabled two-factor, we have generated you 10 recovery codes. These codes will not be shown again, so record them right now and store them in a safe place. These codes can be used to complete a two-factor login if you lose your device, and they can be used to disable two-factor authentication as well.

Please store this in a safe location.

2BY37-7#YK3 9SKK3-0D0D# J2#K-KK362

9#Y37-7#YK3 544K3-1111# J2#K-KK362

29NM7-7#YK3 #2YK3-0D0D# J2#K-KK362

8T#6K-P0DD3

Once you have recorded the codes, click Done to return to HubSync.

➔ Done