# **HUBSYNC**

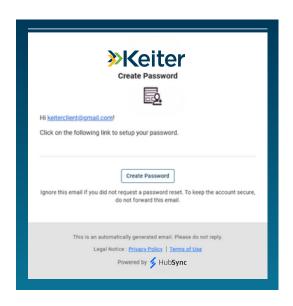
# Logging in for the first time

#### 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.

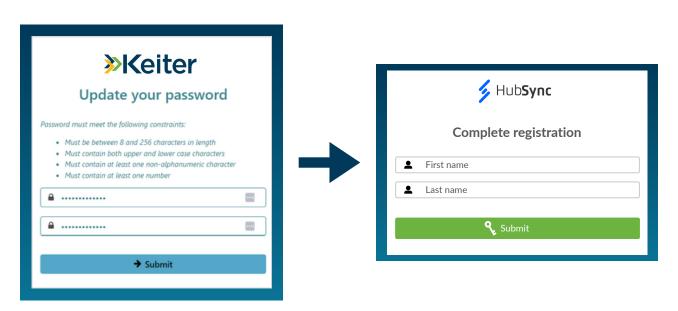


Check your spam or junk folder for an email from no-reply@hubsync.com.



## **Step 2: Complete registration**

Create a password and enter your name.





#### **Step 3: Enable two-factor authentication**

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

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



## **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.

