

Once your NetClient CS account is created, you will receive an activation email message from **register@netclientcs.com**.

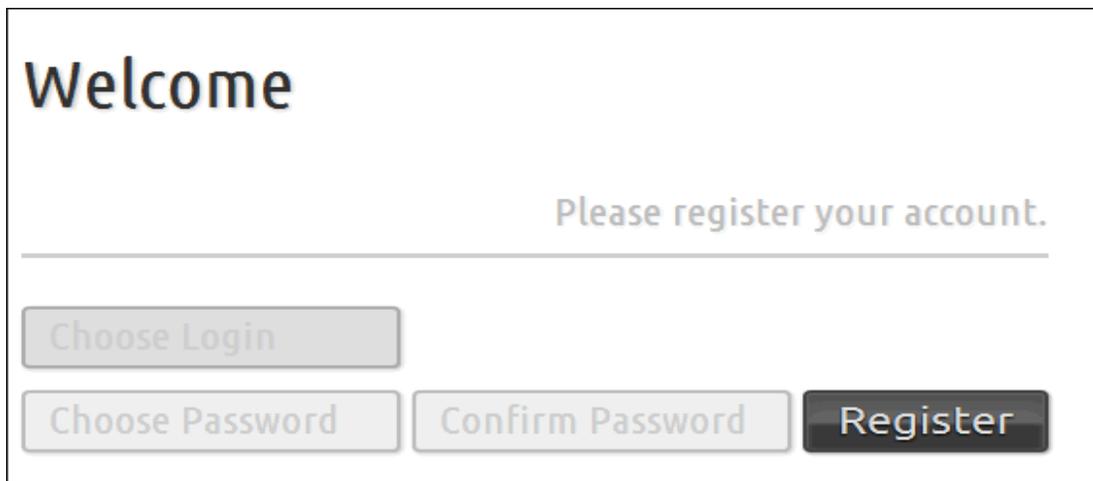
The message will contain a link. You can create a login and password for your NetClient CS portal.

Important!

If you do not receive an activation email message, contact Demetrice Hedgeman @ 312-670-7444.

1. In the activation email message, click the **registration link** to create your login and register your account.
2. In the NetClient CS registration screen, enter a login in the **Choose Login** field.

Tip: Use your **email address** as your login.



3. Enter a password in the **Choose Password** field.

Notes

- Passwords must contain at least **seven characters, and they must include both letters and numbers** (for example: password1).
- Passwords can contain symbols, such as %, \$, and #.
- Passwords are case sensitive (for example: PassWord1).

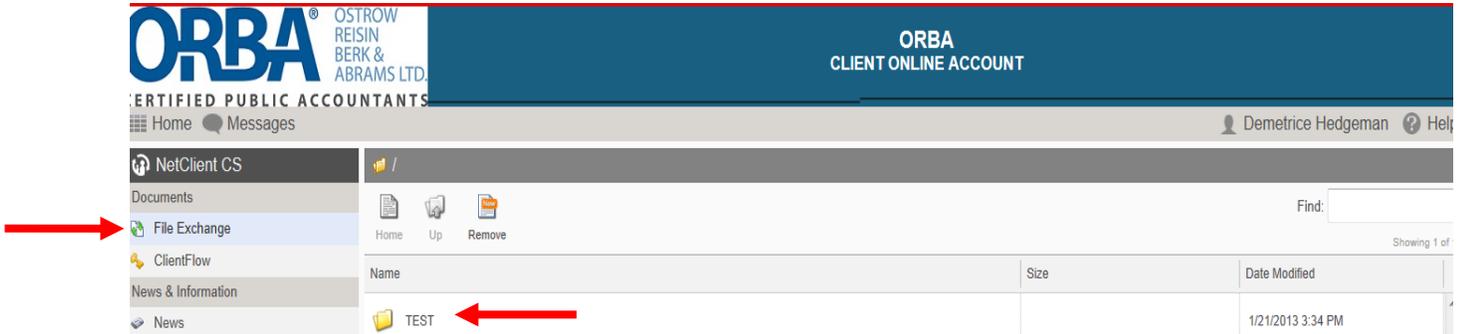
4. Re-enter the password in the **Confirm Password** field.

5. Click **Register**.

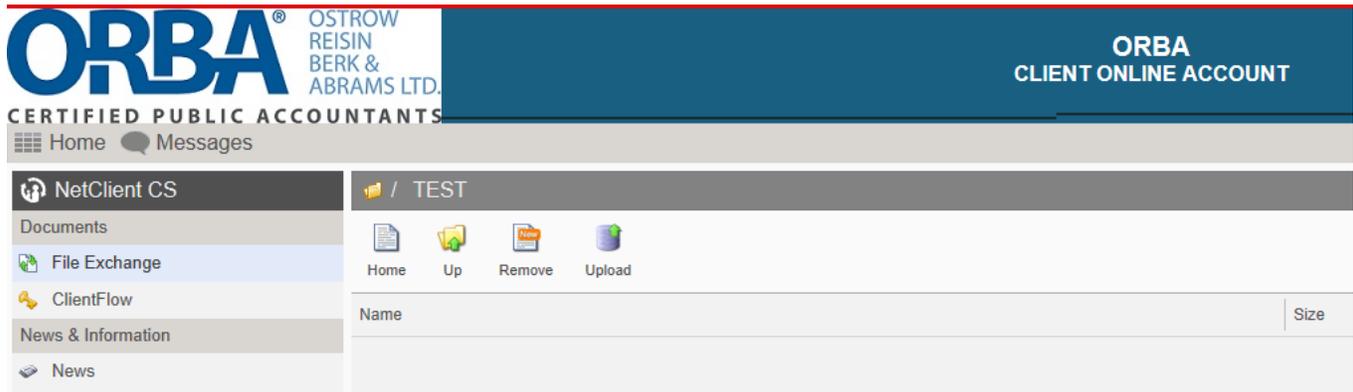
Notes

If you have questions or if you have difficulty accessing your NetClient CS account, contact Demetrice Hedgeman at 312-670-7444.

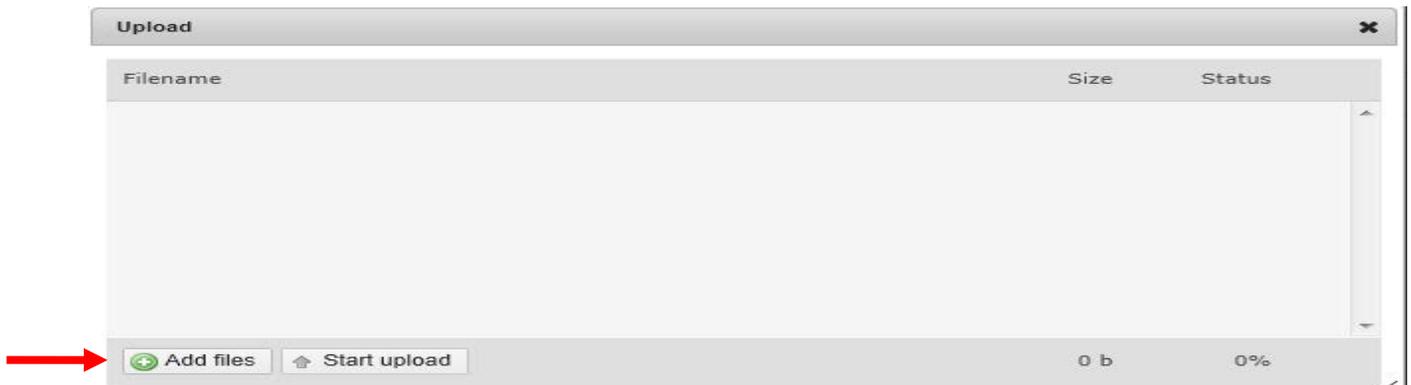
1. In the **NetClient CS File Exchange** screen, click the folder to which you will upload documents.



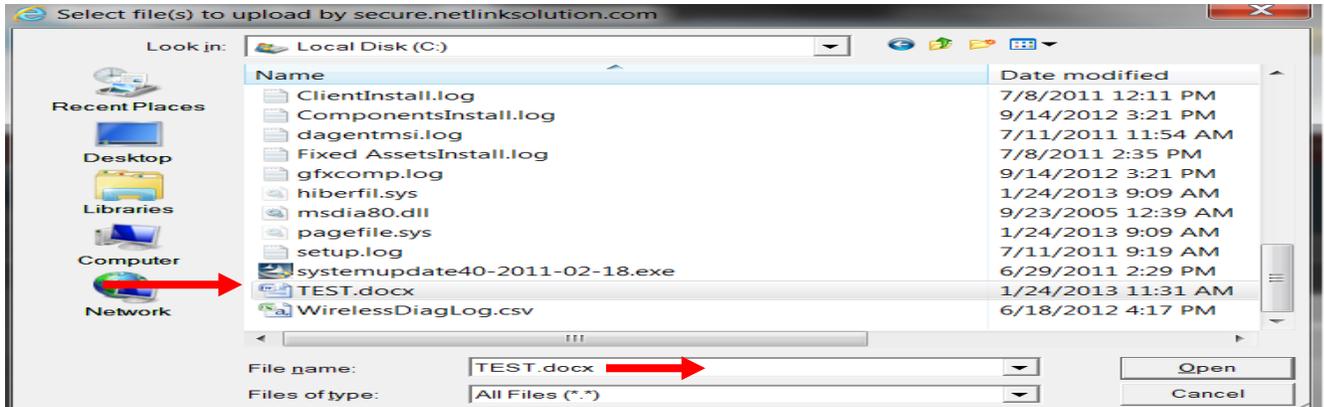
2. Click the **Upload**  icon.



3. Click the **Upload**  icon again to cancel the upload.
4. Click the **Add Files** button, and navigate to the documents you want to upload.

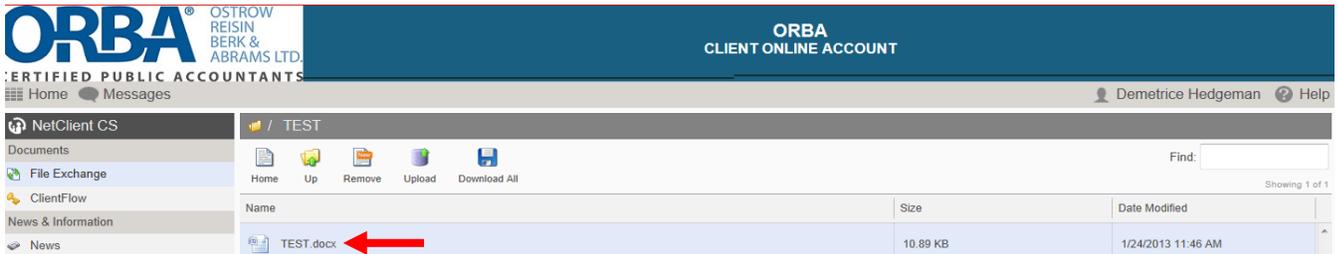


5. Select document and click the open button.



6. Select **Start upload**

7. You can view the document. To open the document click on the document. You will have the option to open, save or save as.



8. To **Log Out** of NetClient CS select your name in the top right hand corner and scroll down to **Log Out**



After registering your NetClient CS account, you can **download** the documents that we placed in ClientFlow

1. Log in to **NetClient CS** through the link on our website <http://www.orba.com/>

2. Click on **CLIENT LOGIN**.



3. Enter your **Login and Password**. Select **Login**.

4. In the NetClient CS navigation pane, click the **ClientFlow** icon.

Client Name	Client Number
ORBA	99999.999

5. In the **ClientFlow** screen, click a folder to view its contents



6. Click once to open the document



7. Click **Home** to return to your folder.

Reminder:

Documents in ClientFlow are read only.