

# How to Access the Client Portal

## Objectives

- Sign In or Sign Up to the Client Portal

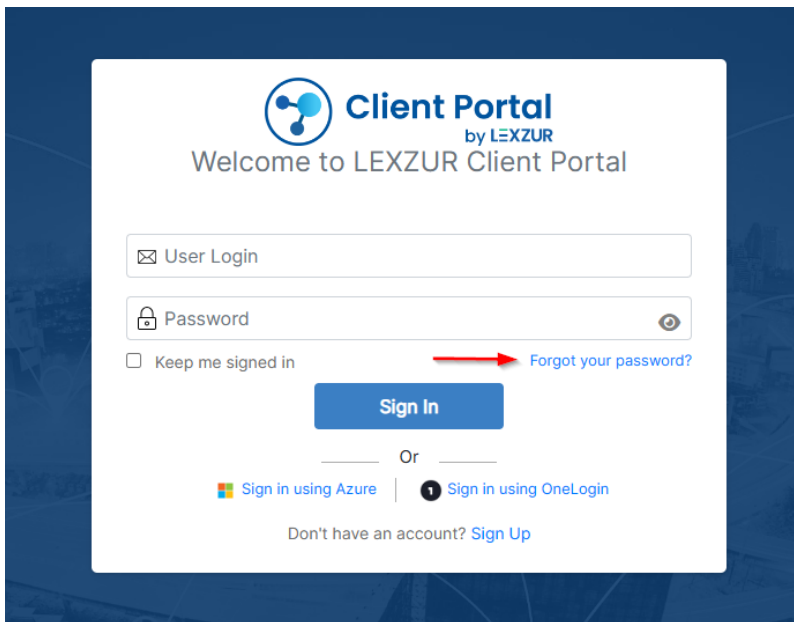
## Steps


To access the client portal, where you can submit requests and track their progress with the legal team, you need to first obtain the Client Portal URL shared by the administrator. Administrators can add client portal users and invite them to join. Clients who receive the link and credentials can log in to the client portal using their provided email. From there, they can either set up their accounts or sign up as new users if they don't have an account.

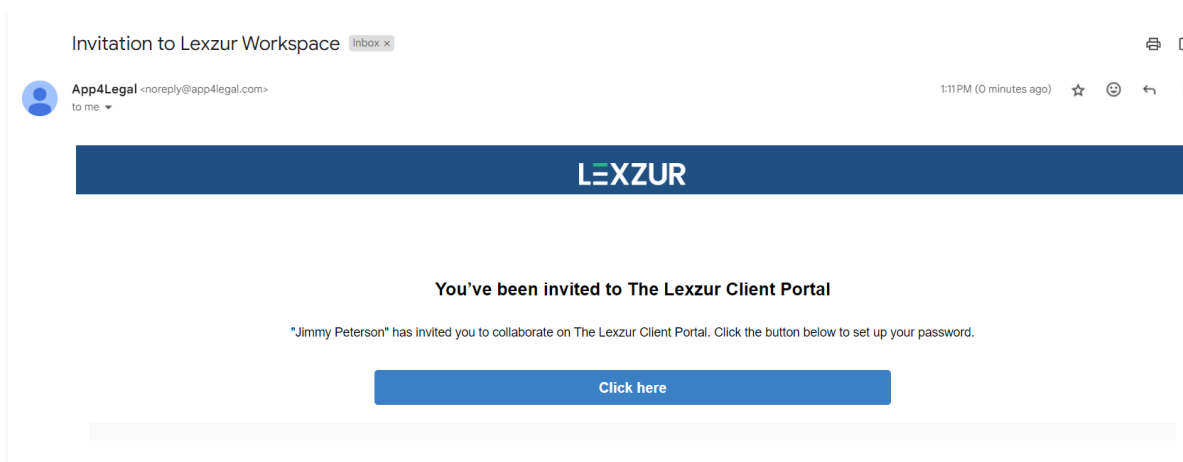
### Logging in:

To access the client portal, simply open the Client Portal link and log in using your credentials.

You can also reset your password in case you forgot it.

The screenshot shows the Lexzur Client Portal login interface. At the top, there is a logo with a blue circle containing three dots, followed by the text "Client Portal by LEXZUR". Below this is a welcome message: "Welcome to LEXZUR Client Portal". The login form consists of two input fields: "User Login" (with an envelope icon) and "Password" (with a lock icon and an eye icon for toggling visibility). Below the password field is a checkbox labeled "Keep me signed in" and a red arrow pointing to a link that says "Forgot your password?". A blue "Sign In" button is positioned below the form. Underneath the button is the word "Or" flanked by two horizontal lines. Below these lines are two links: "Sign in using Azure" (with the Azure logo) and "Sign in using OneLogin" (with the OneLogin logo). At the bottom of the form, there is a link that says "Don't have an account? Sign Up".

 When adding a new client for the first time, an invitation will be automatically sent to them, containing the link to access the portal.

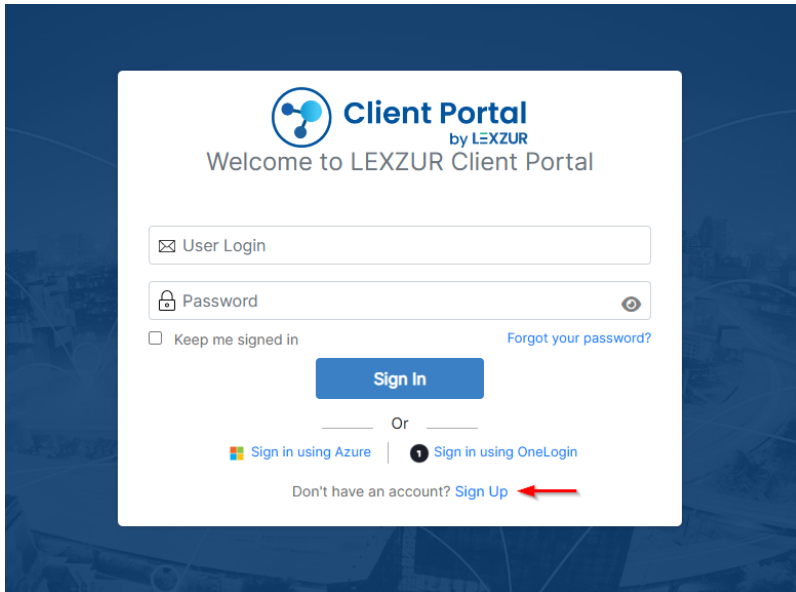


All you have to do is set up your account and access the client portal.

### Signing up:

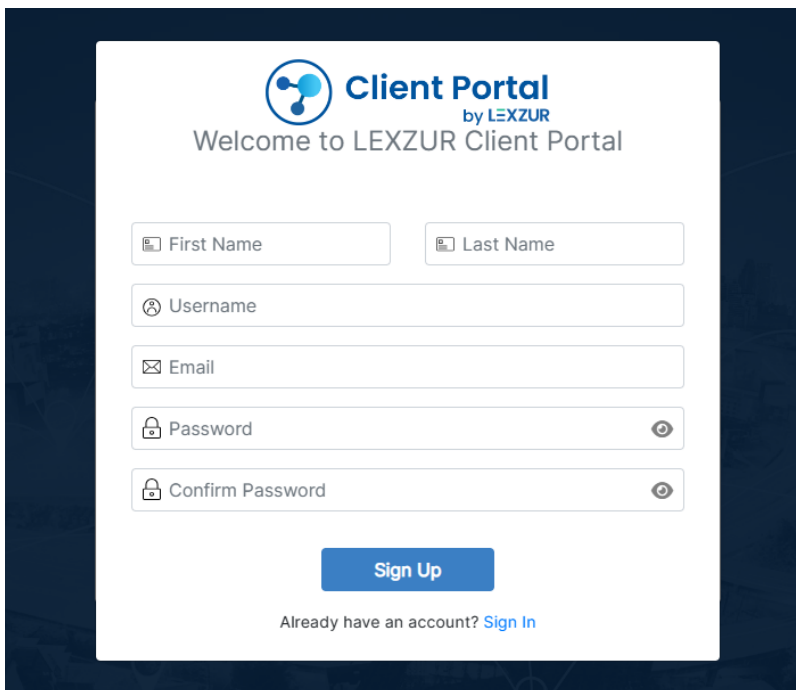
If you're a new client, you can directly sign up and create your client portal account.

Once accessing the portal through the URL, you'll have the option to sign up by clicking on the Sign-Up hyperlink.



The screenshot shows the 'Client Portal by LEXZUR' login interface. It features a 'Welcome to LEXZUR Client Portal' message. Below this are input fields for 'User Login' and 'Password'. A 'Keep me signed in' checkbox and a 'Forgot your password?' link are present. A blue 'Sign In' button is centered. Below the button, there's an 'Or' separator, followed by two options: 'Sign in using Azure' (with a Microsoft logo) and 'Sign in using OneLogin' (with a OneLogin logo). At the bottom, a link 'Don't have an account? Sign Up' is shown, with a red arrow pointing to it.

Fill out the general information, create a password, and sign up.



The screenshot shows the 'Client Portal by LEXZUR' sign-up interface. It features a 'Welcome to LEXZUR Client Portal' message. Below this are input fields for 'First Name', 'Last Name', 'Username', 'Email', 'Password', and 'Confirm Password'. A blue 'Sign Up' button is centered. At the bottom, a link 'Already have an account? Sign In' is shown.



The sign-up feature should be activated from the client portal settings inside the setup and configuration section by the administrator.

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!