

How to Access the Client Portal

Objectives

- Sign In or Sign Up to the Client Portal

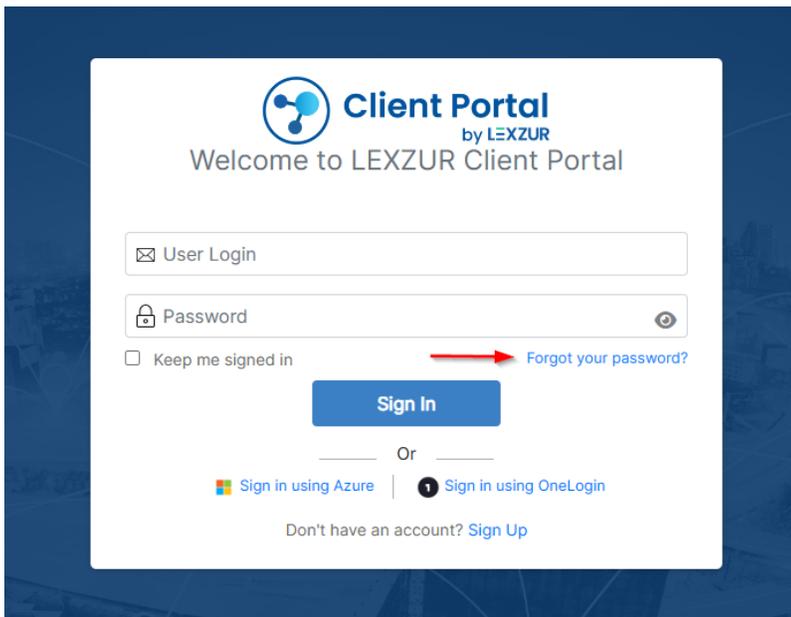
Steps

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.

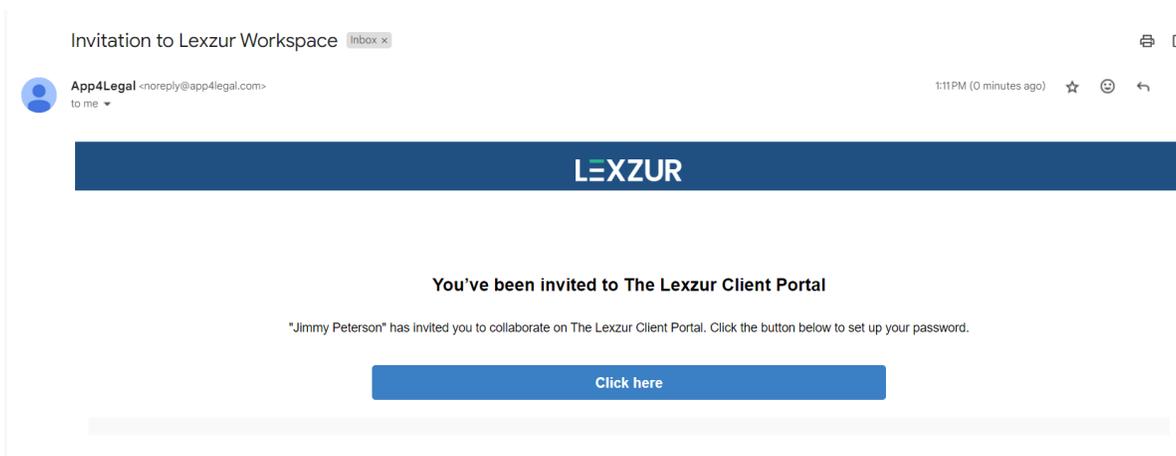
Logging in:

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.



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

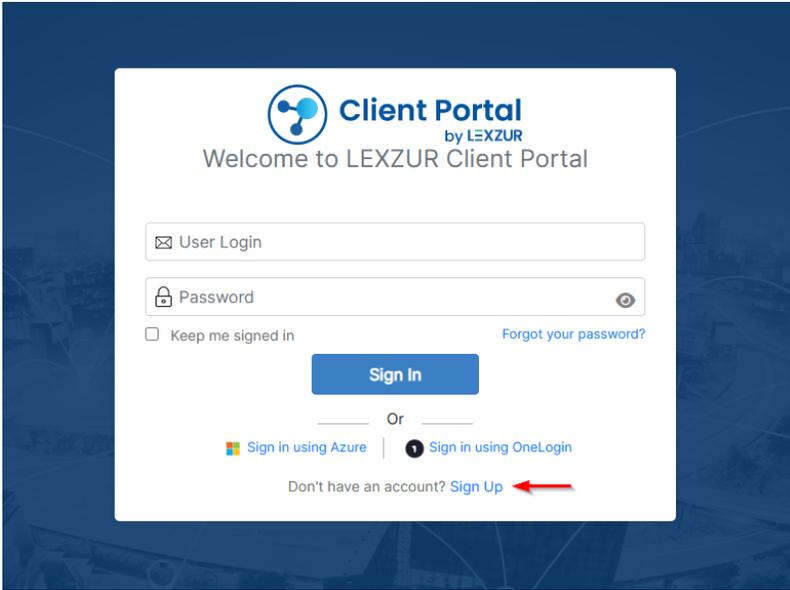


All you have to do is set up your account and access the client portal.

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.



Client Portal
by LEXZUR
Welcome to LEXZUR Client Portal

User Login

Password 

Keep me signed in [Forgot your password?](#)

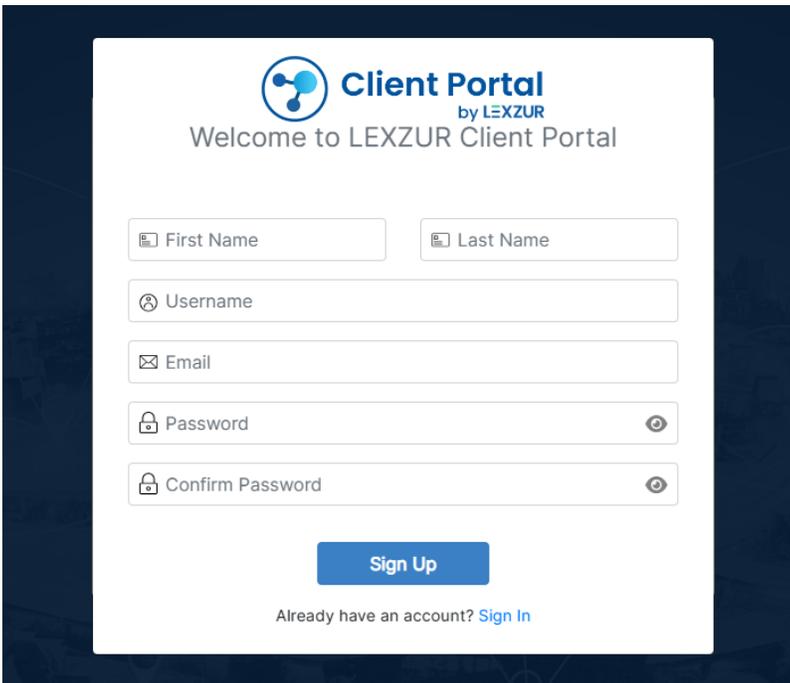
Sign In

Or

 Sign in using Azure |  Sign in using OneLogin

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

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



Client Portal
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Welcome to LEXZUR Client Portal

First Name Last Name

Username

Email

Password 

Confirm Password 

Sign Up

Already have an account? [Sign In](#)



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.

Thank you!