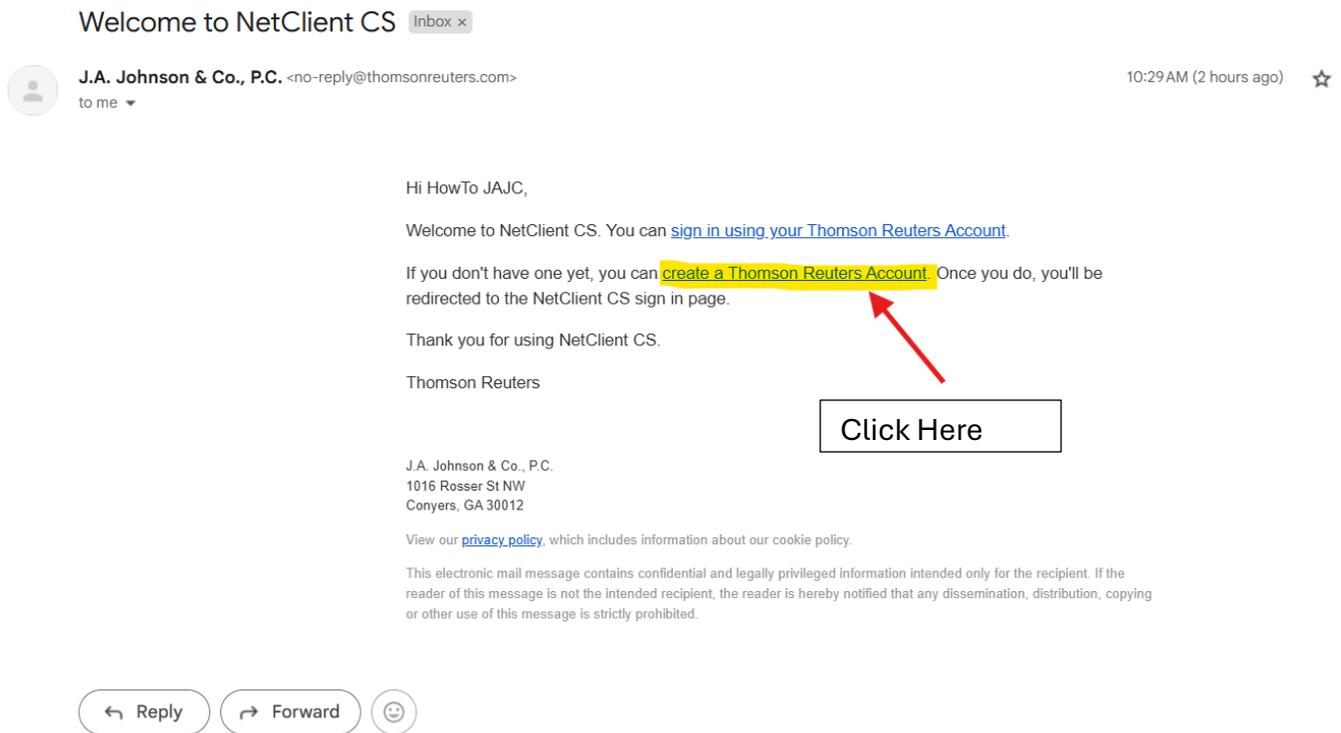


# How to create an account to access your virtual portal

Step 1: Access your email and find the email with the subject title "Welcome to NetClient CS"



Step 2: You will be brought to this page where you will decide your password

Last name\*

Email\*

Your new password must contain:

- ✔ At least 8 characters in length

At least 3 of the following:

- ✔ An uppercase letter (A-Z)
- ✔ A lowercase letter (a-z)
- ✔ A number (0-9)
- ✔ A special character (@#!, etc.)

New password\*

Confirm new password\*

Preferred language

**Continue**

Step 3: Determine the password you would like to use, ensuring it has all four requirements

Step 4: Then Click continue.

Step 5: You will receive another email with a code to verify your email address

## Verify email

We've sent a 5-digit code to your email

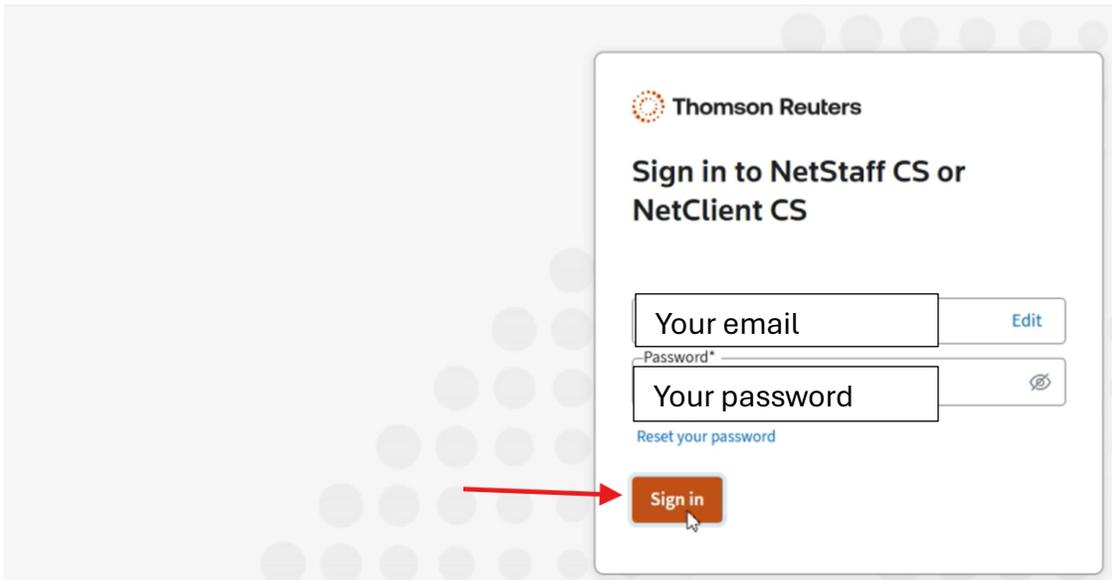
**HowToJAJC@gmail.com**. Verify your email by entering the code below. Once verified your account will be created.

Verify your 5-digit code [Resend code](#)

Code is valid for 2 hours.

[Create account](#)

Step 6: Type that code on the website, then click “Create account” as seen above.



 Thomson Reuters

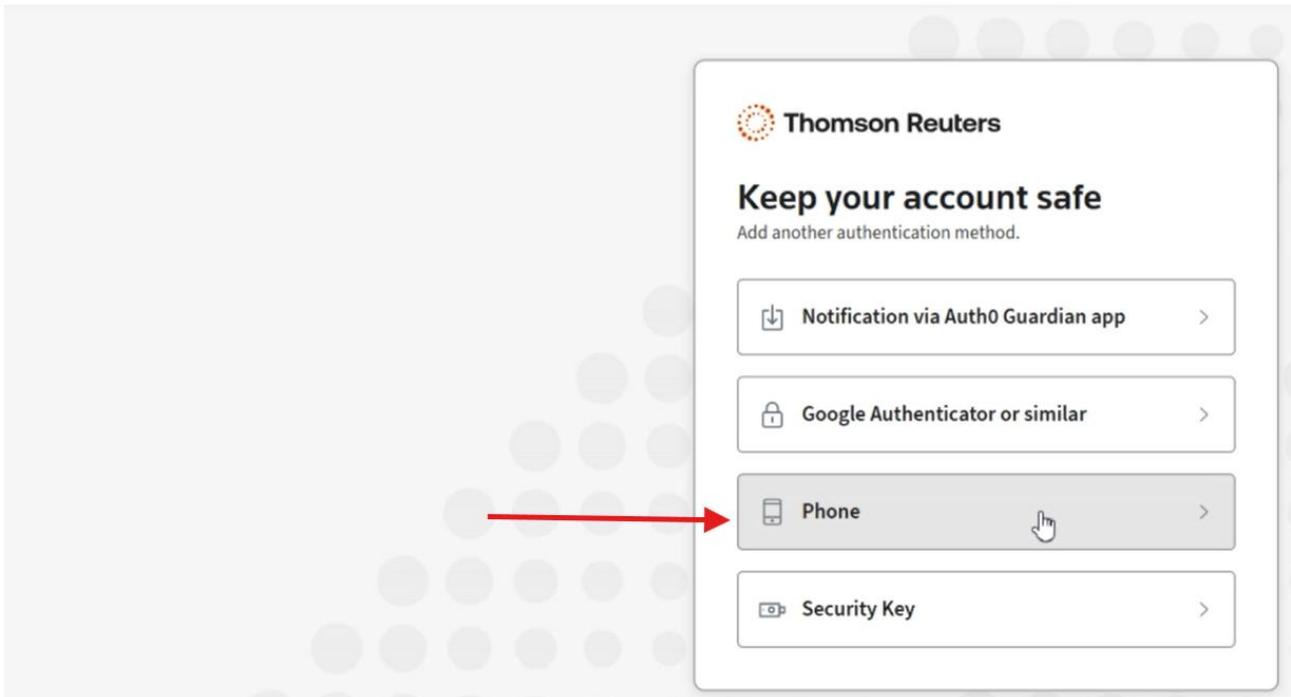
### Sign in to NetStaff CS or NetClient CS

Your email [Edit](#)

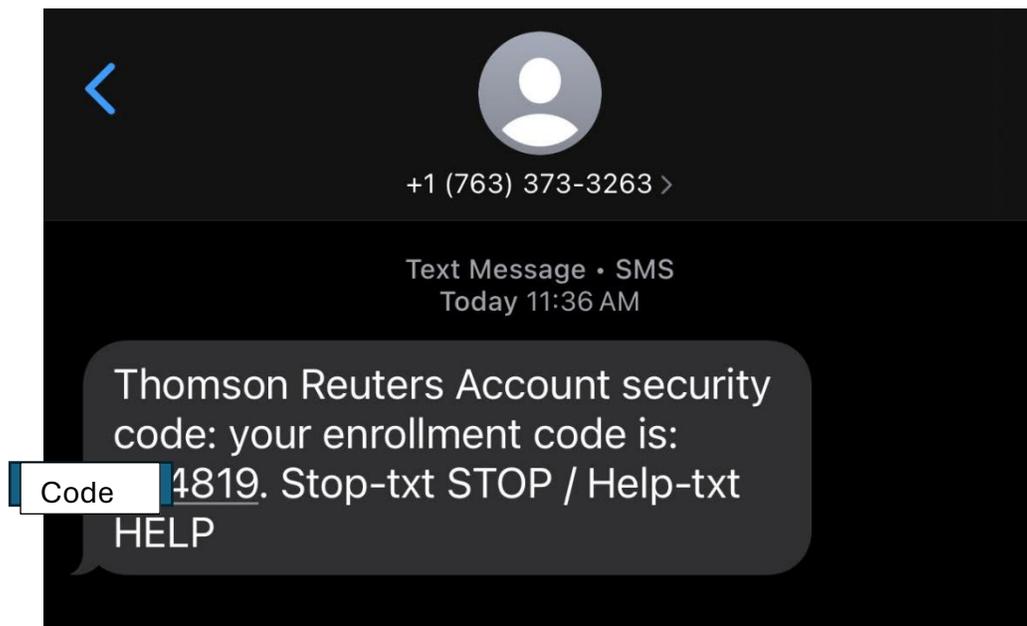
Password\* [Your password](#) [Reset your password](#)

[Sign in](#)

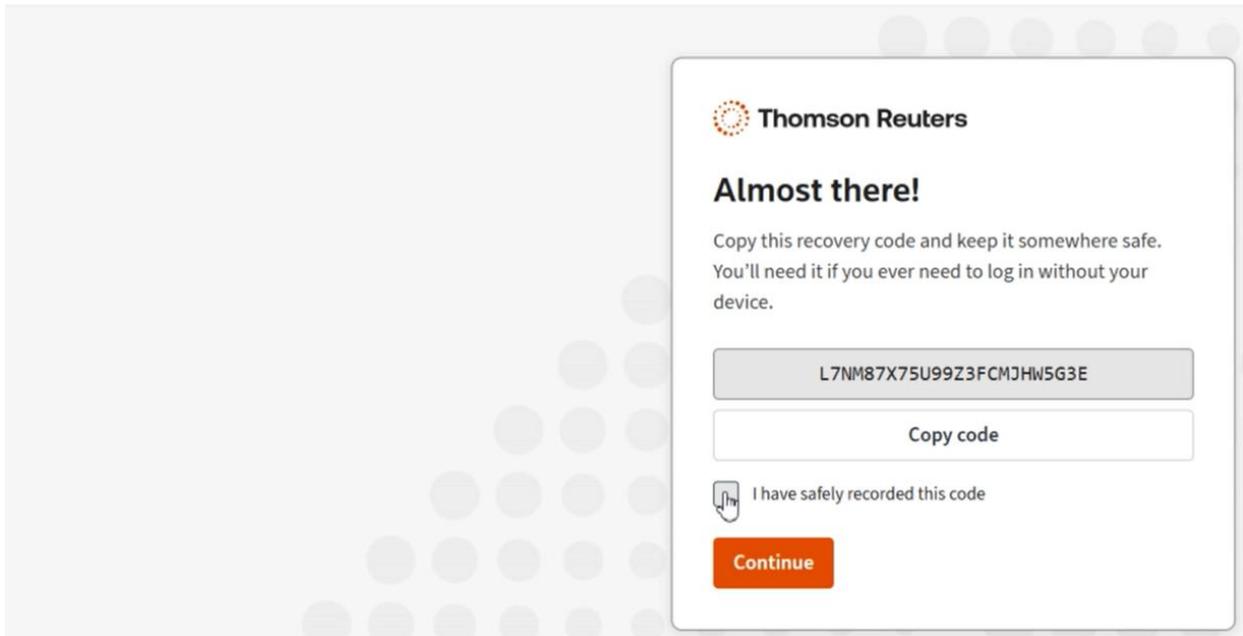
Step 7: You will be redirected to the login page where you will enter your email and the password you just created. (As seen above)



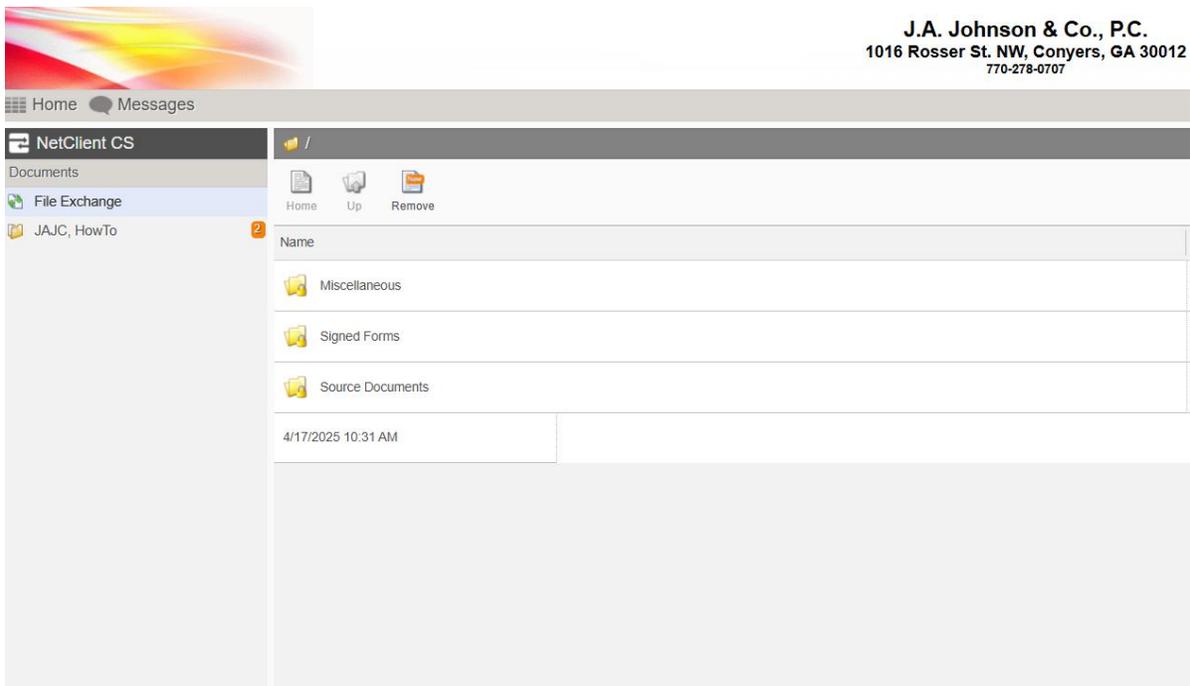
Step 8: Next you will be brought to this page to add another authentication method. We suggest using the “Phone” method so you will receive a message via Text.



Step 9: You will receive a message like this and input this code into the website.



Step 10: Record your personal recovery code then click continue.



Step 11: You should now see the home screen to your account!