



Client Portal Access

Accessing and Using the Client Portal

Below are step-by-step instructions on how to access the Client Portal. This portal may be used by both Untracht Early LLC and our clients for document management. Documents published by Untracht Early will be visible to clients via secure remote portal access. Clients may also upload documents on an as needed basis. E-mail notifications will be automatically sent out when documents have been published and are ready for review.

Untracht Early will send you a registration email from register@netclientcs.com with the subject "Register your Netclient CS account" so that you may create an account for Client Portal access. ***It is very important that you actively look for this email, as your email program may treat this email as a spam or junk email. If you are unable to locate the registration email, please contact Untracht Early at clientportal@untracht.com and we will resend the registration email.***

The registration email will contain a link = (Register) that will launch the NetClient CS registration site where you will create your login and register your account.

NetClient CS Activation – (Sample e-mail below)

Dear

Welcome to NetClient CS. Please [Register](#) your account.

After you register your account, you can log in from the NetClient CS [Login](#) page.

Thank you for using NetClient CS.

Untracht Early LLC
325 Columbia Tpke Ste 202
Florham Park, NJ, 07932

This electronic mail message contains confidential and legally privileged information intended only for the recipient. If the reader of this message is not the intended recipient, the reader is hereby notified that any dissemination, distribution, copying or other use of this message is strictly prohibited.

Once at the NetClient CS registration website (see *image below*), please follow these steps:

1. Enter a login ID in the “Create Login” field (*Note: Use your email address as your login to make it easy to remember*).
2. Enter a password in the “Create Password” field (see “*Password Requirements*” section below).
3. Re-enter the password in the “Confirm Password” field.



325 Columbia Turnpike - Suite 202

Florham Park, NJ 07932

www.untracht.com

Please register your account.

Create Login

Create Password Confirm Password Register

Password Requirements

- The password must be at least seven (7) characters long and must include letters and numbers (e.g. *password1*). You can also use symbols (e.g., %, \$, #).
- Passwords are case sensitive (e.g. *PassWord1*).
- Users will be required to change their password every 90 days for security purposes. Passwords cannot be reused for 9 cycles.
- If you forgot your password, you can request to have a new temporary password emailed to you by NetClient CS.
- If ten consecutive, unsuccessful attempts are made to log in to an account, the login for that account will be locked. An email message will be sent automatically to the email address of the locked account notifying the user of the unsuccessful login attempts. A link will also be provided in the e-mail to unlock the account.

Note: If you have any questions or issues with accessing your Client Portal user account, please contact clientportal@untracht.com.

For future portal access please visit www.untracht.com and click the “Client Portal” button.

After successfully registering your Client Portal account, please confirm account access by entering your new account information.



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Please log in.

[Forgot password?](#)

Note: After logging in, the Client Portal Home or Dashboard page will be displayed listing Document Management for “ClientFlow”.

Security Questions may also be setup to simplify account access should you forget your password. This may be done upon initial login by clicking on your name in the upper right hand corner and choosing “Set Security Questions” as depicted below.

[Edit Account](#)

[Update Password](#)

[Set Security Questions](#)

[Log Out](#)