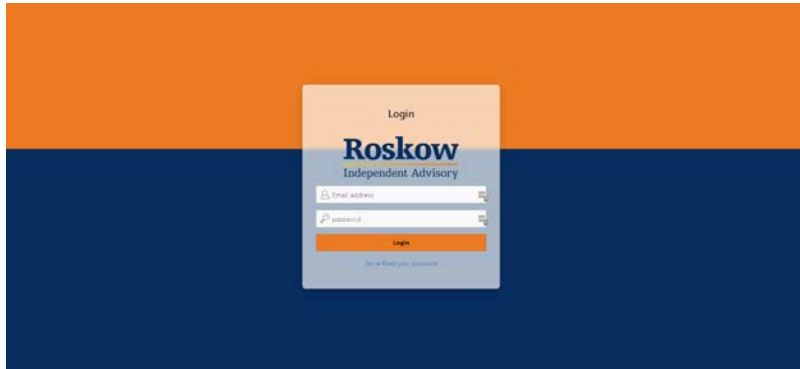# Login in to the Client Hub (first time includes password reset and MFA)

Step 1: Navigate to the following website and you see the following page:

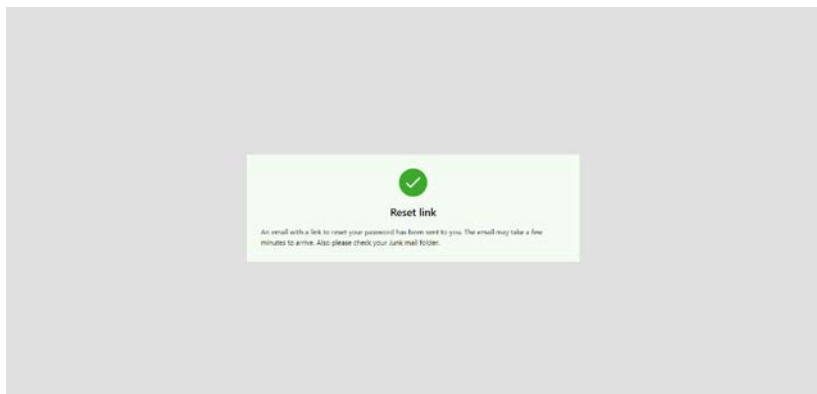**https://portal.plutosoft.com.au/ords/f?p=200:111:0::::P111_SGI:584**

Step 2: Please reset your password by clicking on the "Set or Reset your password" link below the Login button. You will be navigated to the following screen to enter your username. Enter you email address as username and click Submit.
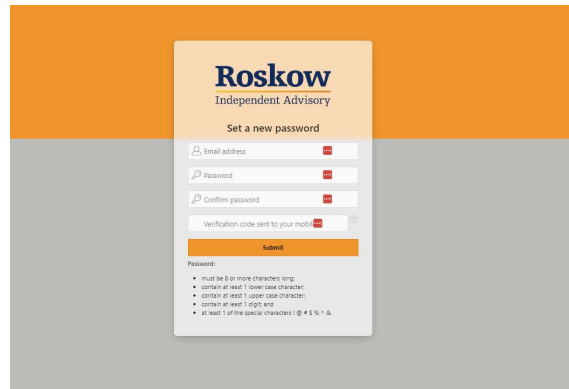

You will receive this notification on screen.

Step 3: Login to your email account and follow the prompts to reset your password by clicking on the link provided in the email. You will have 15 minutes or the link will expire and you will need to repeat Step 2 above. **You will also receive a text message with a code which you will need in the next step.**

Step 4: Set a new password

Clicking on the link in your email will take you to this screen where you can create a new password. Please ensure the password is secure meeting the criteria listed and store the password in a safe place.
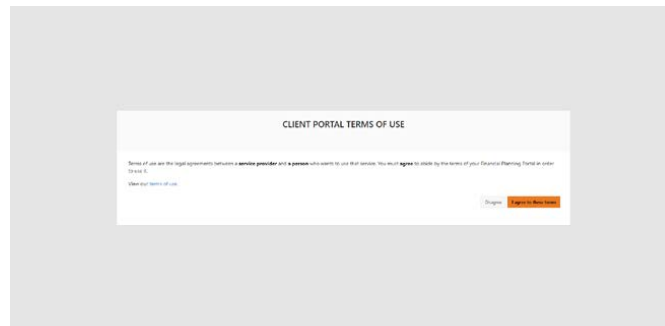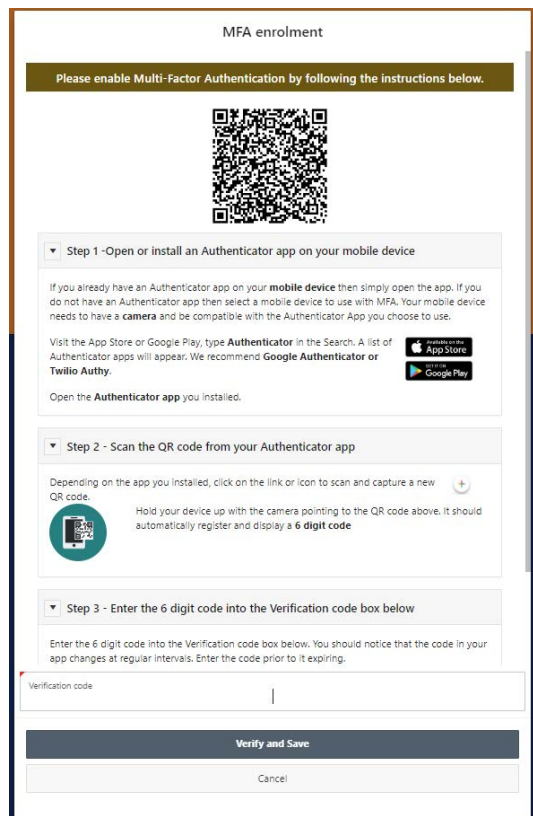

Step 5: Login to your account with new password.

You will see the following "Client Portal Terms of Use" the first time you login. Please click the "I agree to these terms" button.

Step 6: Multi factor Authentication (MFA)

As an added layer of security you will need to enable MFA to continue. Please follow the 3 steps as on screen.

Congratulations – you have now logged in to the Client Hub.