

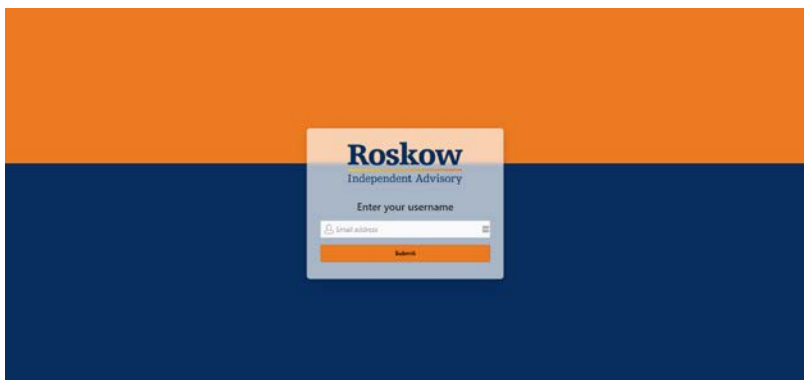
## Login in to the Client Hub (first time includes password reset)

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

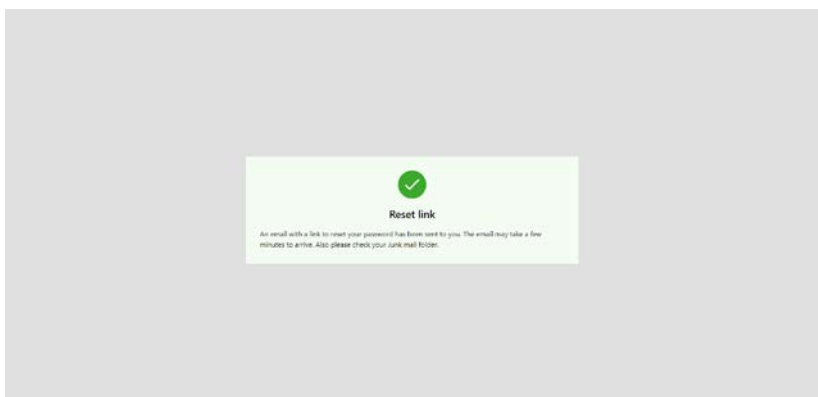


**Step 2:** Please reset your password by clicking on the “Set or Reset your password” link below the Login button. You will be navigated to the following screen to enter your username. Enter you email address as username and click Submit.



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.



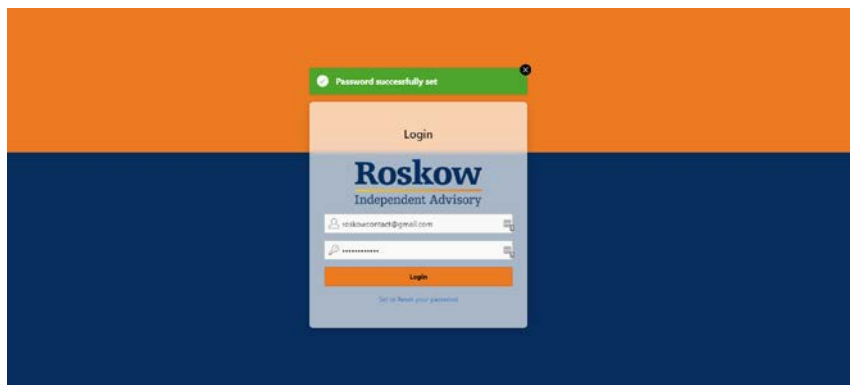
#### Step 4: Set a new password

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.



The screenshot shows a web form titled "Roskow Independent Advisory" with the sub-heading "Set a new password". The form includes three input fields: "Email address", "Password", and "Confirm password". Below the fields is an orange "Submit" button. Underneath the button, there is a "Password:" section with a list of requirements: "must be 8 or more characters long", "contain at least 1 lower case character", "contain at least 1 upper case character", "contain at least 1 digit and", and "at least 1 other special character ( ! , # , % , & )".

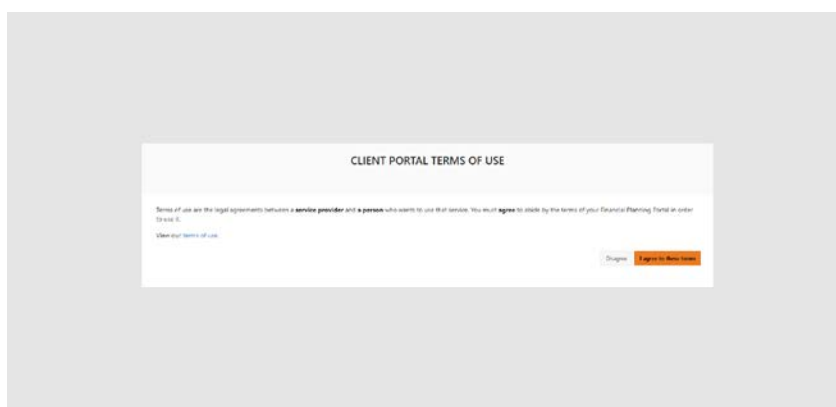
You should receive this message once successful.



The screenshot shows a "Password successfully set" notification at the top. Below it is a "Login" form for "Roskow Independent Advisory". The form has two input fields: "Email address" (containing "roskowcontact@gmail.com") and "Password" (with masked characters). An orange "Login" button is at the bottom. A link "Set or reset your password" is visible below the button.

#### 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.



The screenshot shows a "CLIENT PORTAL TERMS OF USE" page. It contains a paragraph of text: "Terms of use are the legal agreements between a service provider and a person who wants to use that service. You must agree to abide by the terms of your Financial Planning Portal in order to use it." Below the text is a link "View our terms of use" and an orange button labeled "I agree to these terms".

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