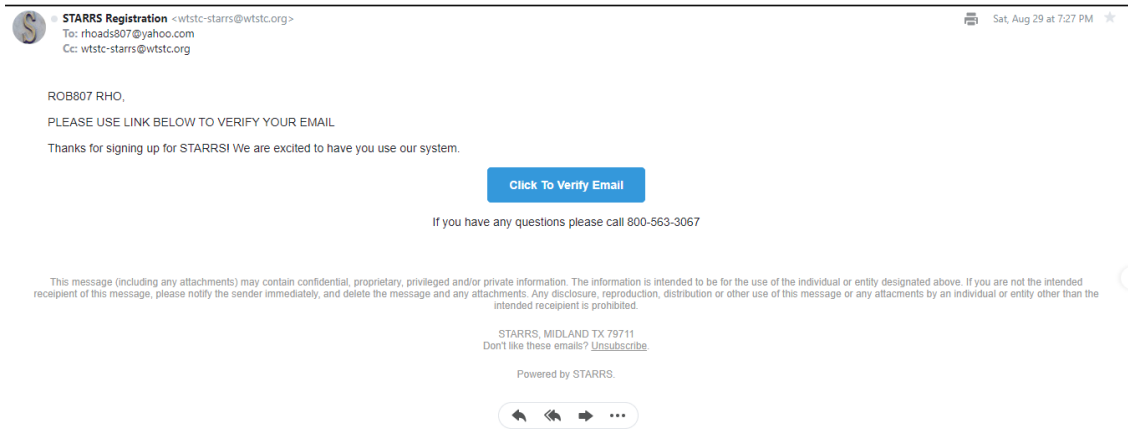



How To Activate Client Access

1. You will receive an email from Starrs that will resemble something like this:



2. You will see your username listed top left of the body of the email. Once your access is activated, you may log-in with your username or email address, whichever is most convenient.
3. Next, click the “” button.
4. By clicking this link, you will be taken to a screen that will require them to create a password and to setup two security questions with answers.

A screenshot of the "Account Activation" form. The form is titled "Account Activation" and features the Zenith logo. It contains several input fields: "Password", "Confirm Password", "Secret Question 1", "Secret Answer 1", "Secret Question 2", and "Secret Answer 2". The question fields are dropdown menus with "--Select Question 1--" and "--Select Question 2--" as options. A blue "Submit" button is located at the bottom right of the form.

5. Once these steps are complete, you will have online access to the system, using your email address or username and the password you just created.