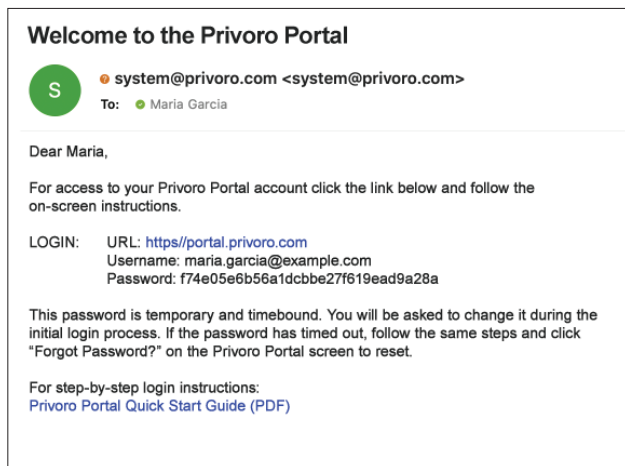# Privoro Portal Quick Start Guide

Activating your Portal account

To get started, open the "Welcome to the Privoro Portal" email you received from the Privoro system administrator and click on the link to take you to portal login.
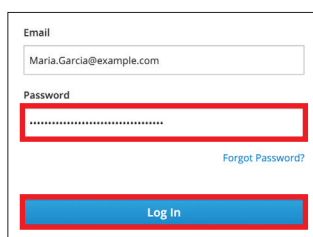

Welcome email

1. In the initial login screen, enter your email address in the field provided and click Log In.

Enter your email address and click the Log In button

A secondary login screen will open.

2. In the secondary login screen, enter the temporary password included in the "Welcome email" and click the Log In button.
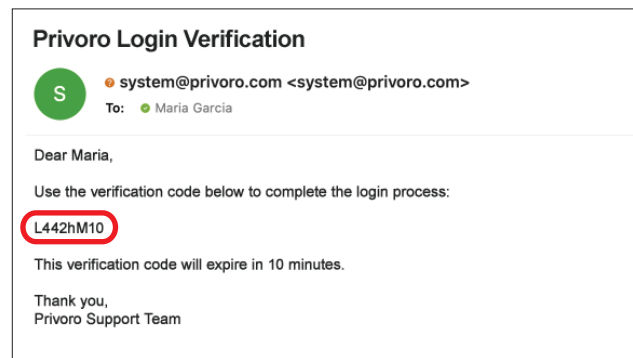

Enter your temporary password and click the Log In button
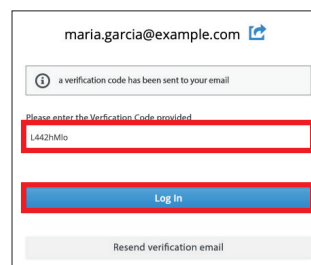
Verify your email address

Since this is the first time you're logging into the Portal you'll be required to verify your email address. You will verify your email using the code that has been sent to your email address.

3. Open the verification email and copy the eight-digit code.

Verification email

4. Back in the Portal login screen, paste this code into the **verification field** and click the **Log In** button.

Paste the verification code and click the Log In button

PRIVORO®

Creating a new password

At first login, you will create a new password for your Portal account. Your password must be at least eight characters long and include at least one lowercase letter, one uppercase letter, one number and one special character (+_!@#$%^&*.,?); you may consider using a password manager to help you generate a sufficiently complex password.

5. Enter the new password (in both the New Password and Confirm password fields) and then click the Submit button.

Enter your new password in both fields and click the Submit button

Upon successfully activating your account, the Portal will open.