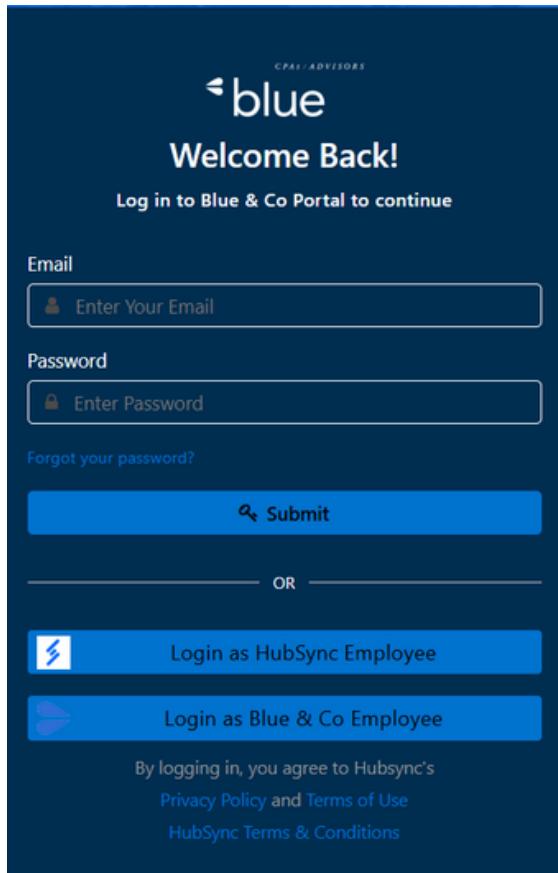




Logging In for the First Time

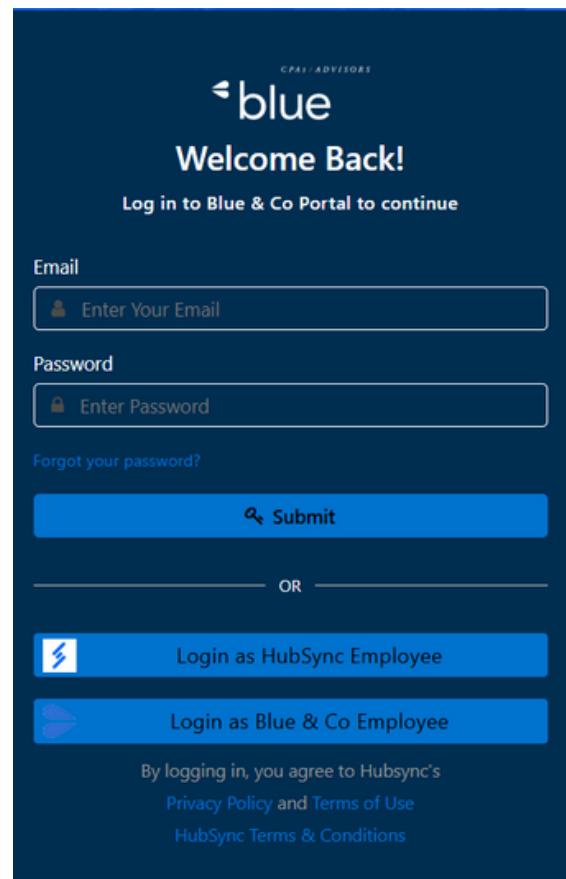
Step 1: Access the HubSync Site

Visit <https://blueandco.hubsync.com>



Step 2: Enter Your Credentials

Your username is already set to your email address at which your HubSync invitation was sent.



Forgot your password?

1. Select "Forgot your password" under the password text box.
2. Enter your email address in the designated box and click "submit."
3. Check your email for a "reset password" link, and click the link [note: you may be prompted to complete multi-factor authentication].
4. Create a new password that meets the requirement constraints.

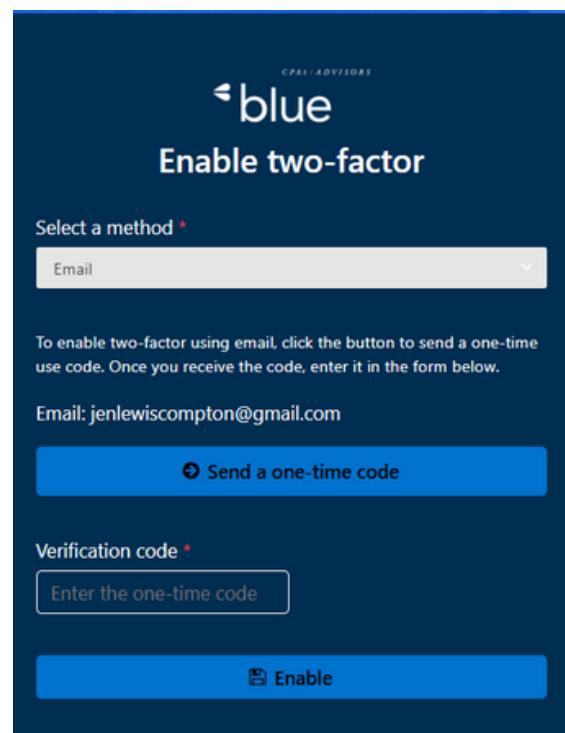
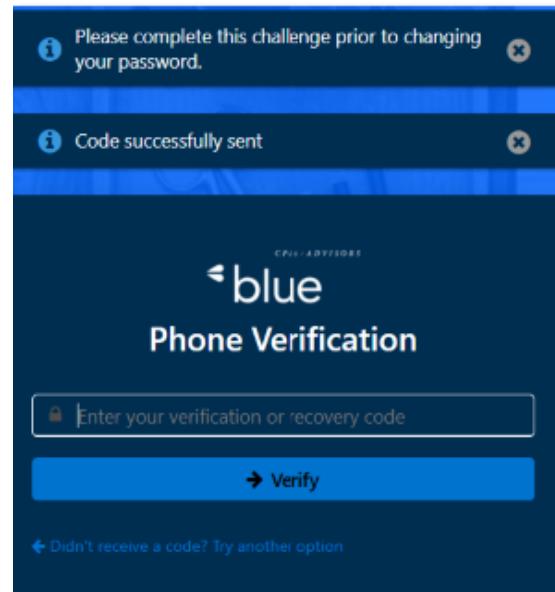


Logging In for the First Time

Step 3: Enable Two-Factor Authentication

To protect your account, you must set up two-factor authentication.

- **Choose Your Authentication Method** - From the drop-down menu, select how you want to receive your verification code, email or SMS.
- **Send the Verification Code** - Click the "Send a one-time code" button to receive a code through your selected method.
- **Enter the Code** - Type the verification code you received into the Verification Code field.
- **Enable Two-Factor Authentication** - Click the "Enable" button to complete the setup.





Logging In for the First Time

Step 4: Recovery Codes

When you first set up two-factor authentication, you'll receive ten recovery codes.

- **Save these codes in a secure place** - You can use them if you ever need to sign in without your device or if you need to turn off two-factor authentication.

