

Getting Started: Blue & Co. Client Gateway & Workspace

Use the steps below to sign in and find your Workspace. If you run into any issues, your Blue & Co, LLC tax professional is happy to help.

1. Sign in

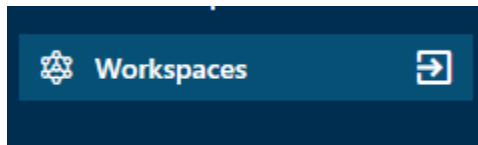
1. Go to <https://blueandco.hubsync.com>.
2. Enter your username and password, then select **Log In**.
3. Forgot your password? Select **Forgot password** and follow the prompts to reset it.

2. First-time access

If this is your first time signing in, please reach out to your Blue & Co. tax professional and we will help get your account set up.

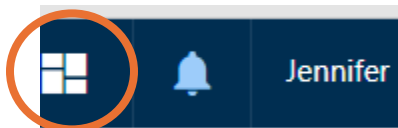
3. Open your Workspace

1. Select the menu icon (three horizontal lines) in the top-left corner.
2. Select **Workspace** to open your documents and requests.



4. Return to the Gateway

1. In the upper-right corner, select the Windows icon (near the bell and your name).
2. Select **Gateway** to head back to the client portal.



Thanks for partnering with Blue & Co. If you have any questions or need help along the way, please reach out to your Blue & Co. tax professional.