

This series of steps will allow you to successfully access your portal. The steps are as follows:

1. Please go to <https://www.clientaccess.com/#/login>



User ID

Password

Save User ID

[Forgot password?](#)

Log In

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V2.3

2. Select "Forgot password?"
3. Enter your email address and the secure code in their fields. (The code is case sensitive) and click Next

Forgot password

Email address

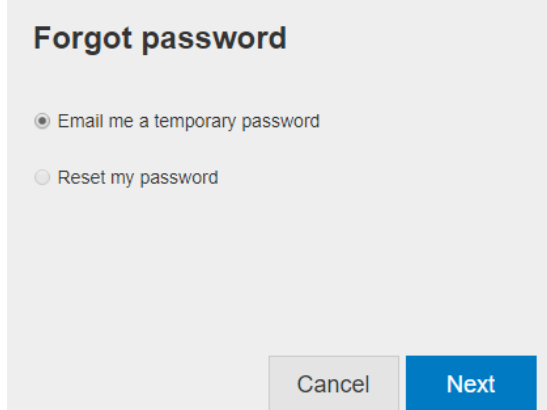
Enter the characters below. If you are unable to read the characters in the image, click refresh button.



Secure code (Letters are case-sensitive)

Cancel **Next**

4. Select Email me a temporary password and click Next



Forgot password

Email me a temporary password

Reset my password

Cancel Next

5. Check your email for a message from DoNotReply@cch.com titled Portal Password
6. Return to <https://www.clientaccess.com/#/login>
7. Re-enter your email address and the temporary password from the Portal Password email you received
8. Follow the prompts to reset your password and establish your security questions.

If you have any issues completing these steps and accessing your portal, please let us know.

For further information, please visit <http://kbstm.com/portal/>

Sincerely,

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