

## Setting up your Onvio Client Center Portal

1. When you receive the email asking you to register your account, select the REGISTER NOW button.

### Register Your Client Center Account

Dear Christopher Liberti,

Chris Liberti at RITCHIE & COMPANY INC. invites you to register your Client Center account. Registering enables you to share documents online with your accountant.

**REGISTER NOW**

After you register your account, you may log in from the [Client Center login page](#).

Thank you for using Client Center, powered by Thomson Reuters Onvio.

DOWNLOAD THE ONVIO MOBILE APP

Stay connected on the go.



2. The REGISTER NOW button in the email takes you to a web page where you can change your name and create a password.
  - a. Notes: Your password must meet the following requirements:
    - i. At least 1 number (0-9)
    - ii. At least 1 lowercase letter (a-z)
    - iii. At least 1 uppercase letter (A-Z)
    - iv. At least 1 special character (punctuation): '~!@#\$\$%^&\*()\_ -+={}| \ | : ; ' , . ? /

## Register Your Account

**Account Information**

First Name \*  Last Name \*

Email (Thomson Reuters ID)

**Create Password**

New Password \*  [Show typing](#)

✓ Password is acceptable.

Confirm Password \*

✓ Password is confirmed.

\* Required Field

**Password Requirements**

Your password **must** have **at least 8 characters** and 4 of the following:

- At least 1 number (0-9)
- At least 1 lowercase letter (a-z)
- At least 1 uppercase letter (A-Z)
- At least 1 special character (punctuation): ` ~ ! @ # \$ % & \* ( ) \_ - + = { } [ ] \ | : ; " ' , . - ? /

Your password should **not** use:

- words from the dictionary
- your user ID
- sequential letters or numbers such as "abc" or "123"

**REGISTER ME**

3. Select the REGISTER ME button to finish registration.
4. Next, you'll be able to log in to Onvio Client Center using the e-mail address you registered with and the password you just created.
5. Finally, you'll need to read and agree to our terms and conditions for using Onvio Client Center.

**Onvio Client Center is also available on your mobile device!**

Download the Onvio Client Center mobile app from the App Store or the Google Play Store to access your portal from anywhere.

