MAKE SURE your have your LastPass account setup before following this procedure as you be required to setup MFA for your Pax8 account.

You will recieve a Welcome email for Pax8 - go ahead and click on the 'Click here' link to set your password
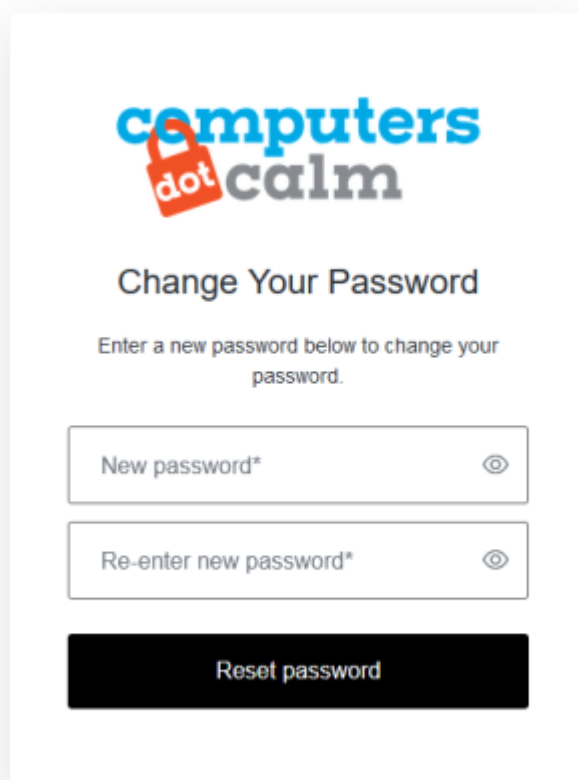
Once you start typing in your password, you will be presented with the security requirement for a successful password.

Make sure you re-enter the same password and then click the **Reset password** button at the bottom.

If you would like to log into the portal at this time, click on the **Back to App** link at the bottom. At any time, you can use the following link to log into Pax8: https://app.pax8.com

Enter in your email and password that have been setup for this account.
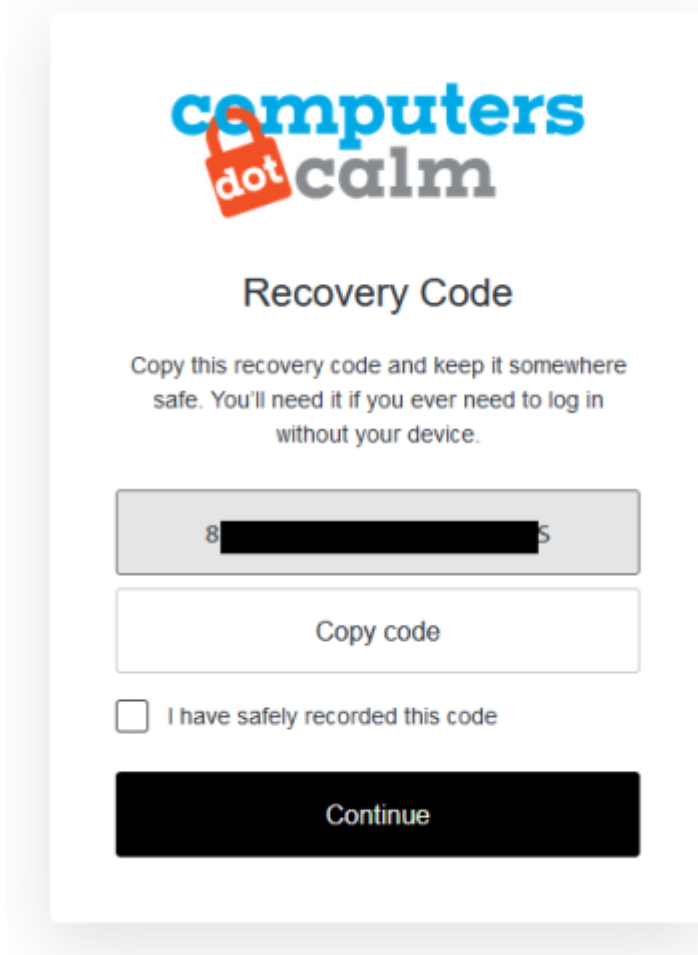If this is the first time you have logged in, you will be asked to setup MFA for this account. You should use your LastPass account to achieve this.

Go ahead and add a new account in LastPass and then enter in the one-time code. Click the **Continue** button to proceed.

MAKE SURE you copy the code, save it in a safe place and then click on the **I have safely recorded this code** check box in order to continue and click on the **Continue** button.

You will now be logged into the Pax8 portal for your company.

If at any time you need help or have questions, please feel free to reach out to us or you can click on the **?** in the top right hand corner to either create a support ticket or search the User Guide.

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