

To log in to our secure website:

1. Go to www.bmss.com and click on "Client Portal Login" or go to:
<https://portal.cchaccess.com/Portal/default.aspx#Default>

Please note: if you are using Google Chrome or Mac computer: please log onto: www.clientaccess.com

2. Enter your email address in the space for login name
3. Enter your password if you are a returning user. If not, please follow steps 4-7.
4. *Skip password and click on **Forgot Password***
5. *Enter Login ID (email address) and secure code*
This will send a temporary password to the email address provided
The email will be from kmoore@bmss.com
6. *Once the email has been sent, go back to the portal website.*
7. *Once you log on using the temporary password, a new screen will come up that requires you to change your password. Follow the instructions on the screen.*
8. Once you have changed your password, you will be in your portal.
 - You should see a welcome screen that can show you the basic functions of portal.
 - All the portals to which you have access will be listed in the blue section on the left-hand side of the screen under the section titled **Portals**.
 - All files will be found in the middle of the screen in the collaboration area under **Files and Folders**.
 - In order to open a file, you can right-click the file and select download or simply double click the file.
9. To upload files to portal
 - a. Go to the **Add Files** section in the Files and Folders area and click on the green +.
 - b. Browse for files
 - c. Select the file to be uploaded
 - d. Select Open; Click on Upload Files (blue arrow)
 - e. This will put the file in the Files and Folders section on your main page.
10. Click on the portal name in the blue section to return to the home screen.