

To log in to our secure website:

1. Go to [www.bmss.com](http://www.bmss.com) and click on "**Client Login**" or go to: <https://www.clientaccess.com/#/login>
2. Enter your email address in the space for User ID
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](mailto: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 under the section titled **Portal Name**.
  - Click on the Portal Name and you will be taken to a screen showing all documents in that Portal.
  - In order to open a file, simply click on the file name and it will download from the Portal.
9. To upload files to portal
  - a. Click the blue **Upload** button in the Documents area.
  - b. Browse for files you want to upload.
  - c. Select the files to be uploaded.
  - d. Select Open. When the **Upload Queue** window opens, select **Upload All**.
  - e. This will put the file in the Documents section.
10. If you have more than one portal, you can click on the Portal Name in the blue bar to access your other portals or to search for a portal.