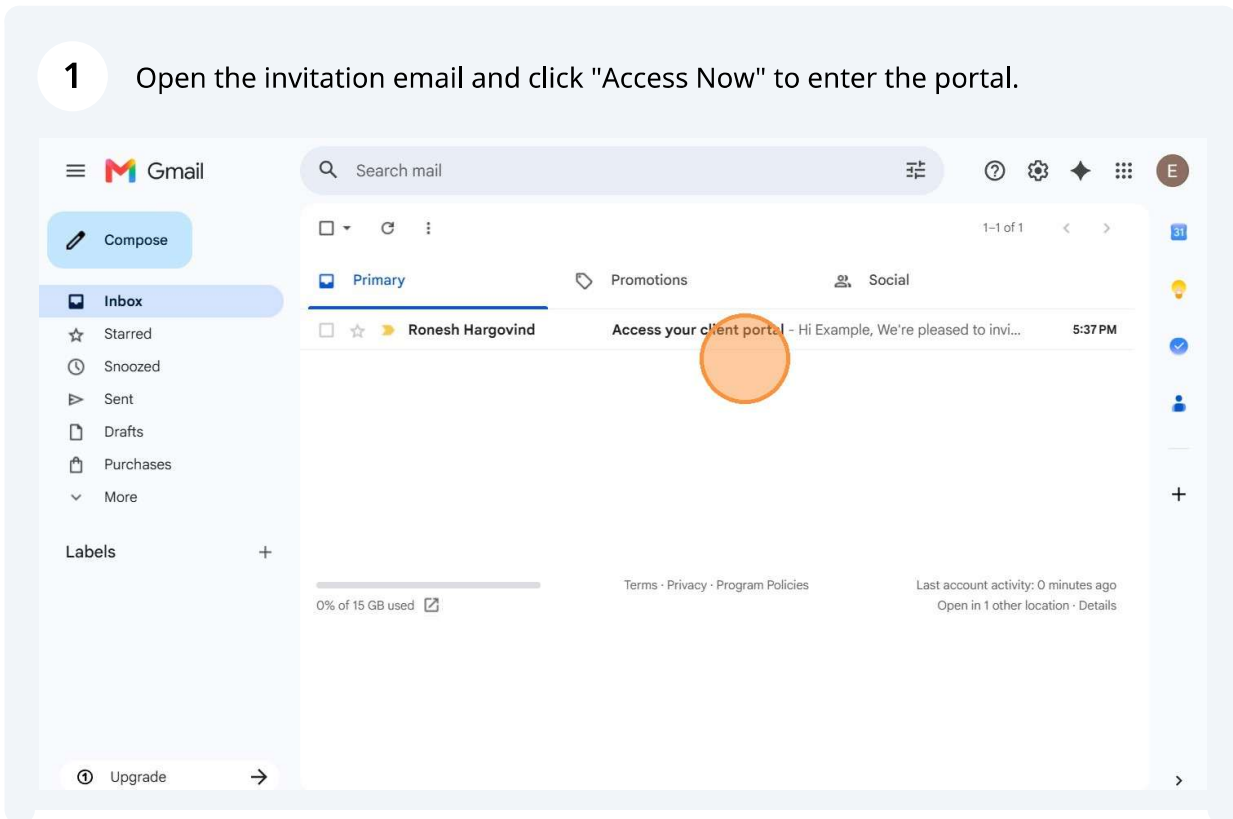


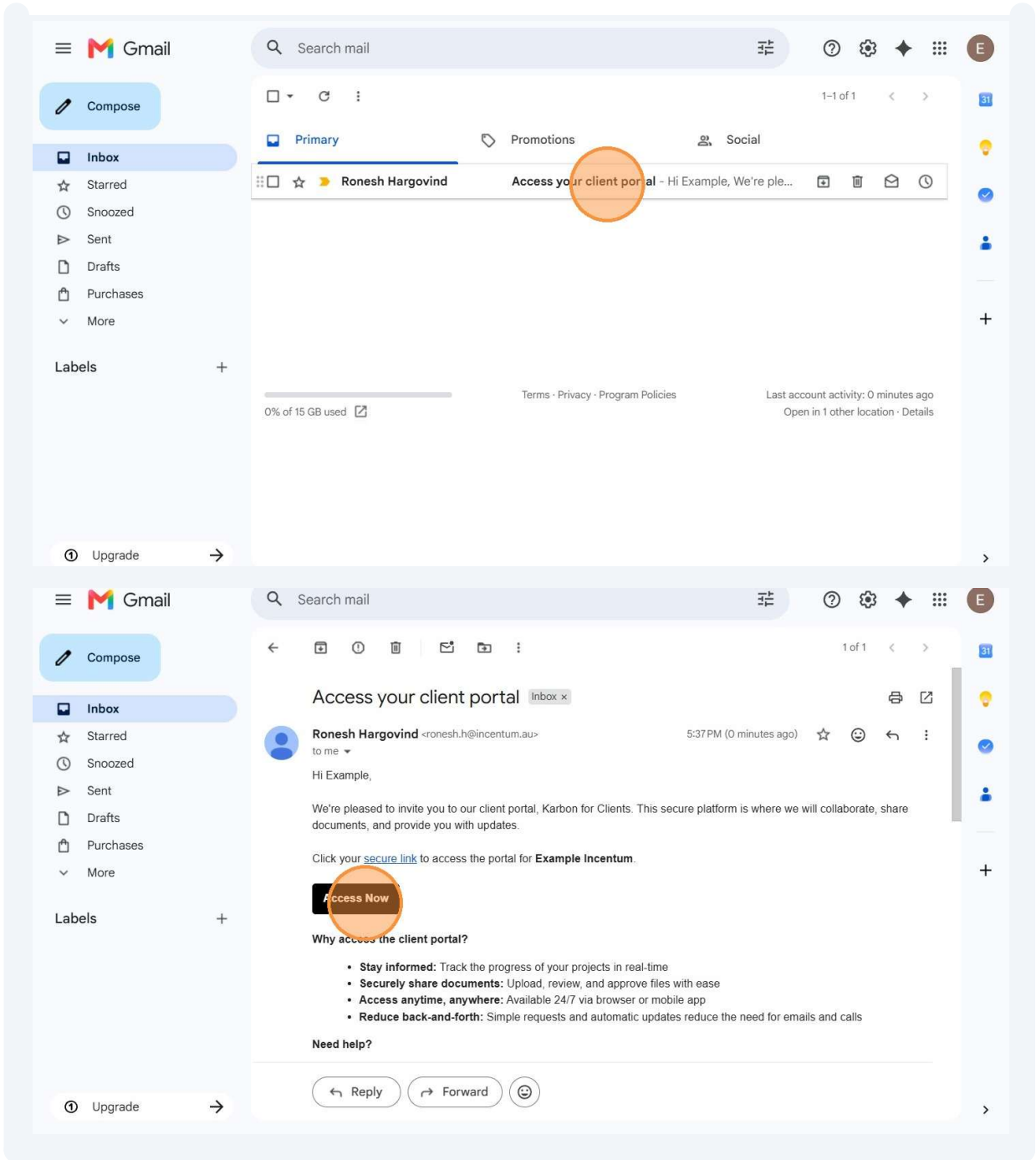
How to setup your Incentum Portal on Karbon

This guide walks you through activating and securing your Karbon client portal so you can access documents and communications safely. It explains how to accept the invite, verify your email, set a password, enable email multifactor authentication, and save recovery codes—steps that prevent lockouts and protect your account.

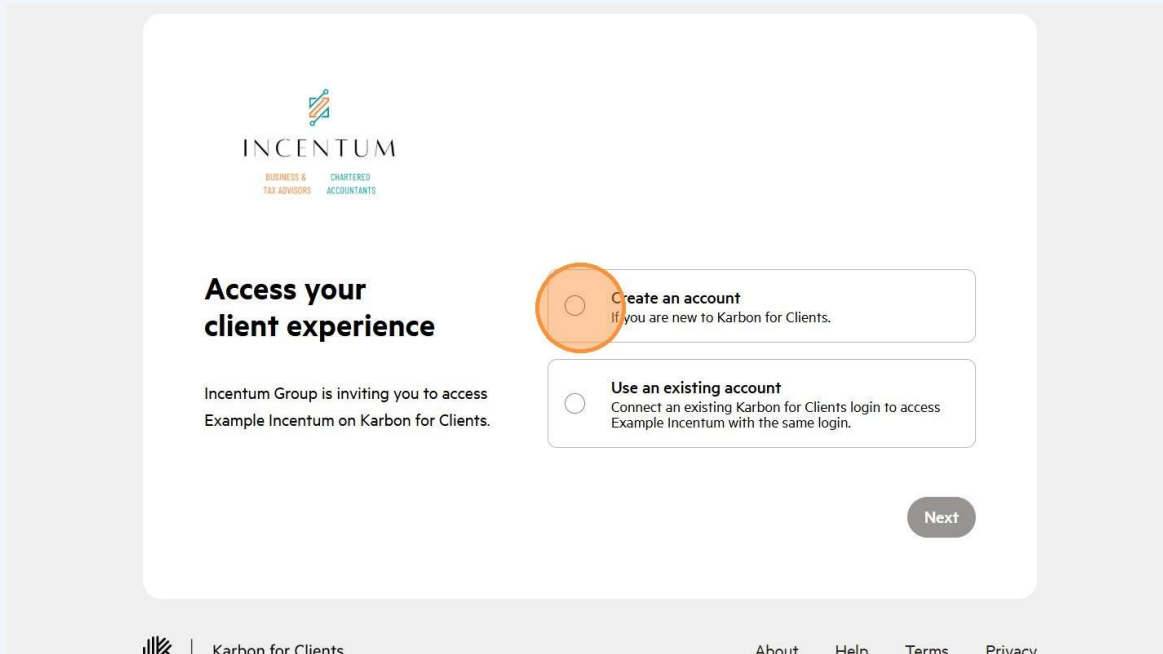
Client Portal Setup

1 Open the invitation email and click "Access Now" to enter the portal.

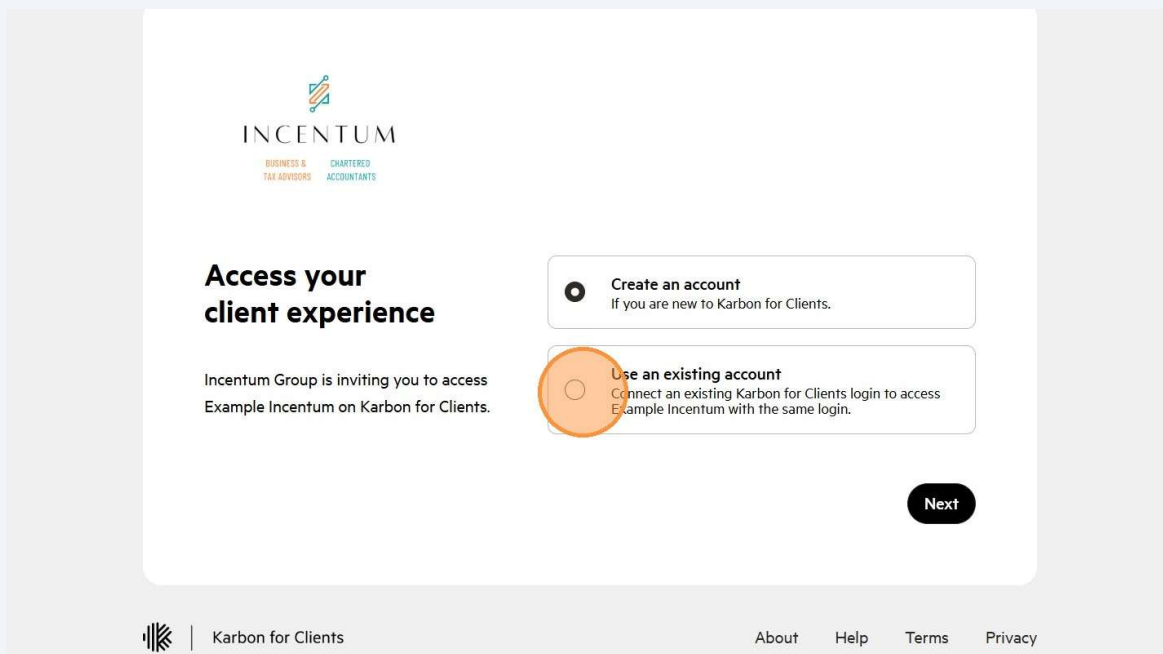




2 Click here.



3 If you have already setup your portal and would like to link another entity to the same portal click 'Use an existing account'. This would be a case if you have your individual accounts and are also doing trusts, company and/or SMSF accounts.

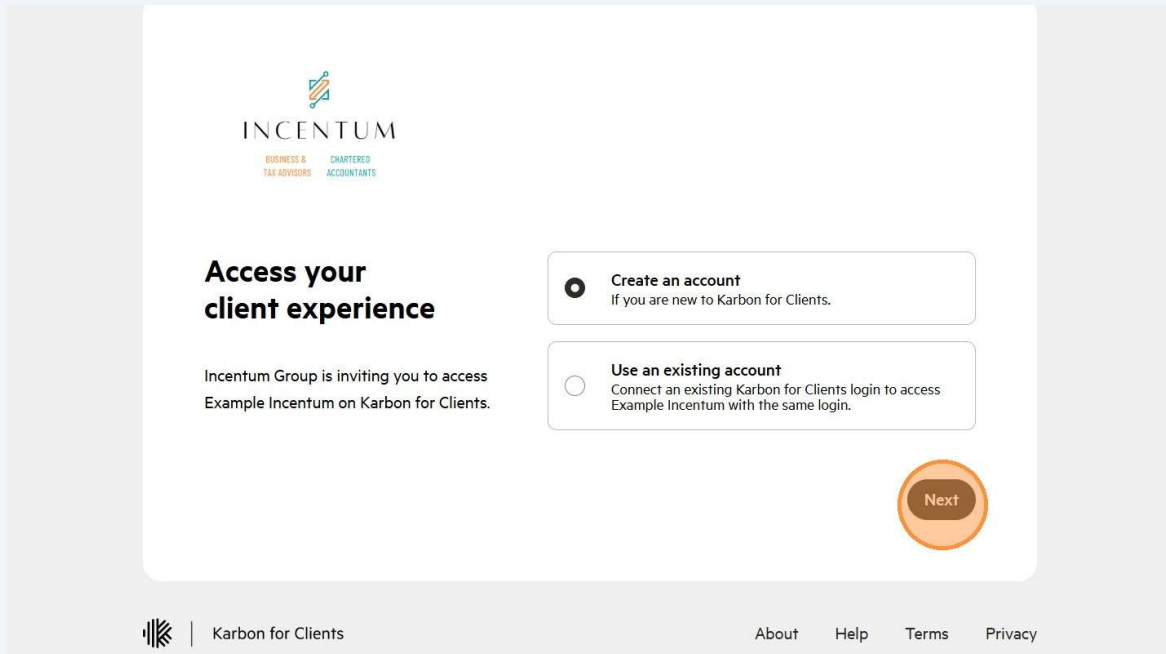




In the example below we are setting up a completing new account.

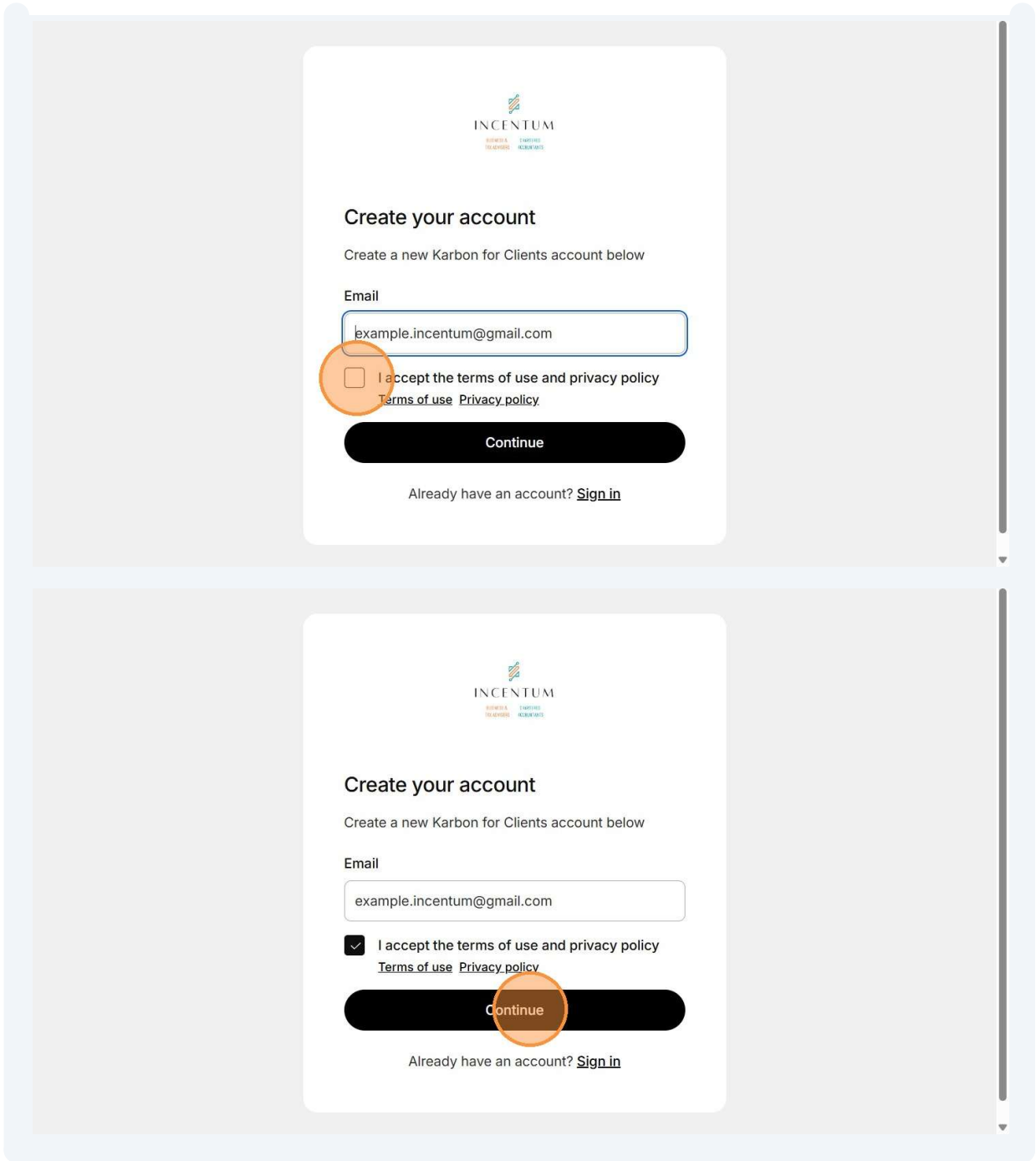
4

Click "Next"



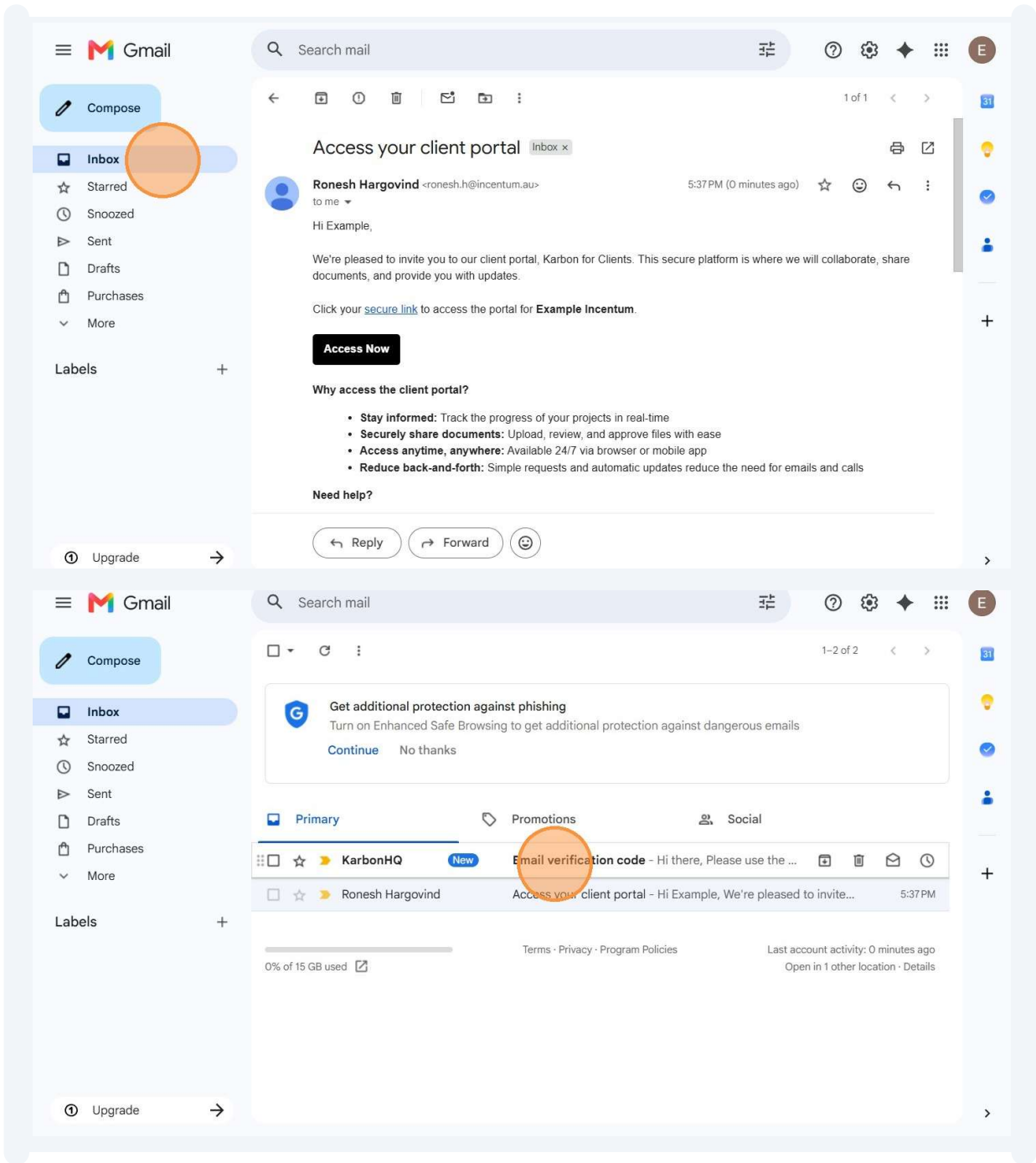
5

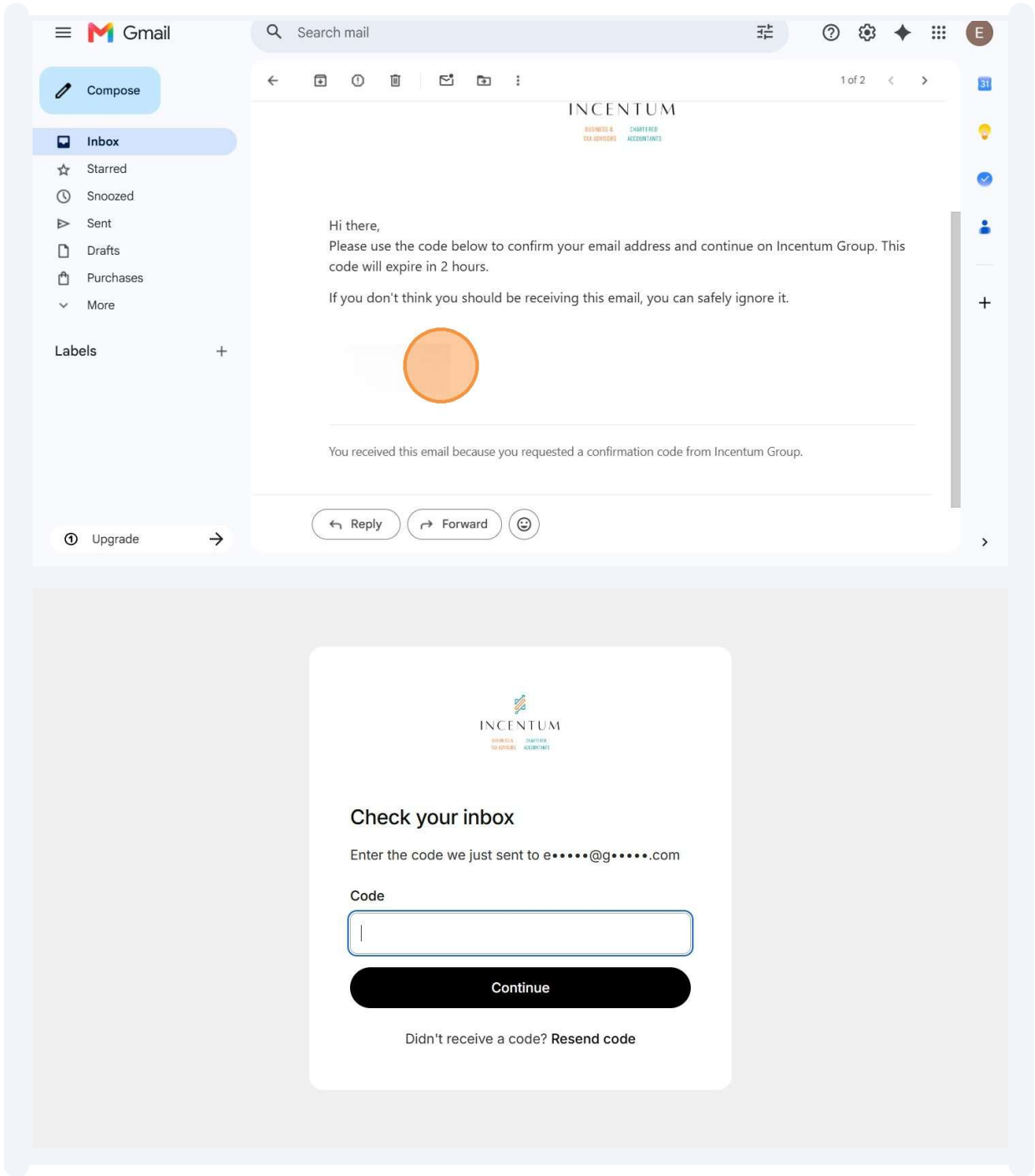
Accept the terms of use and click "Continue".

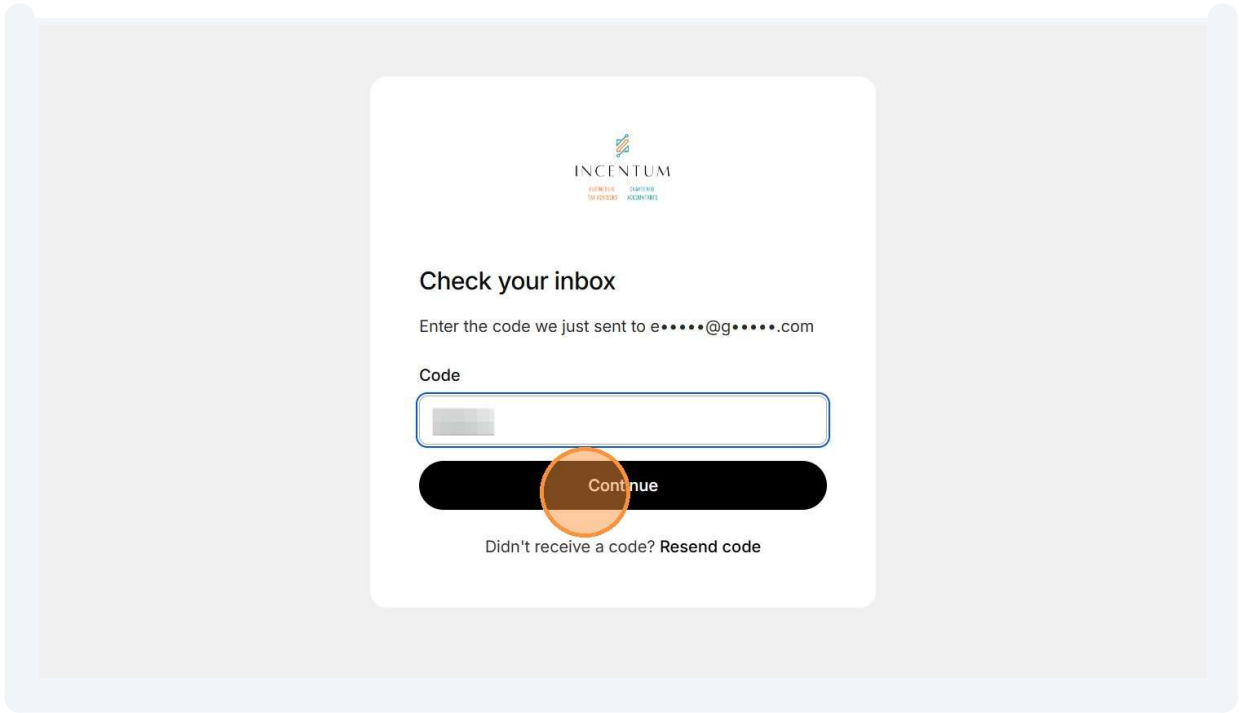


6

Retrieve the verification code from your inbox and enter it to confirm your email.

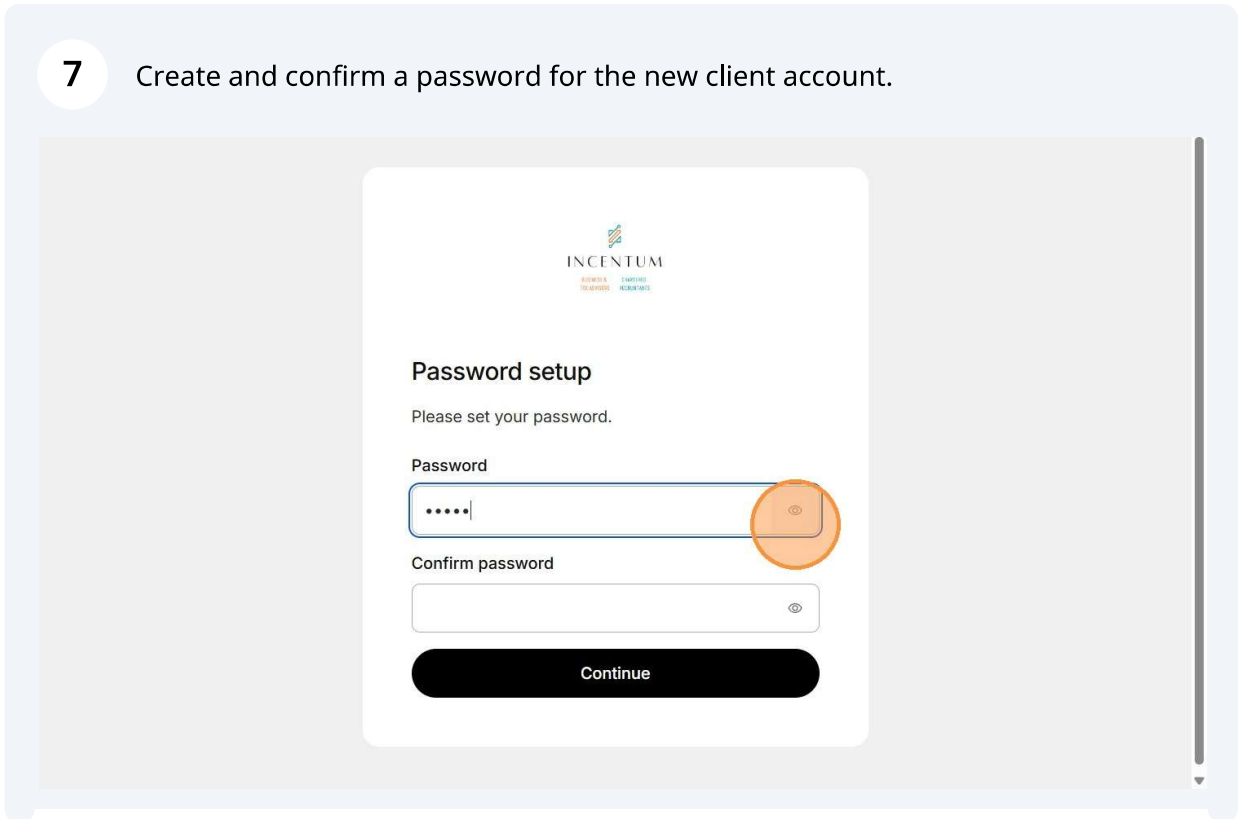


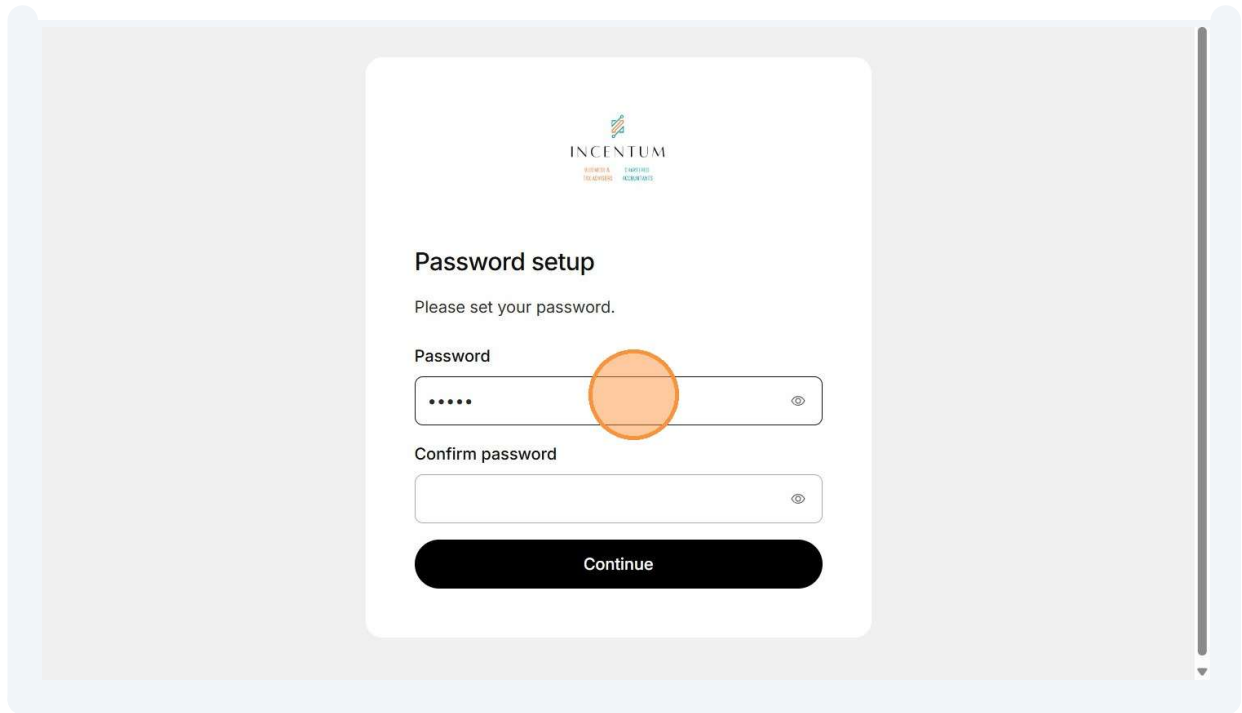




7

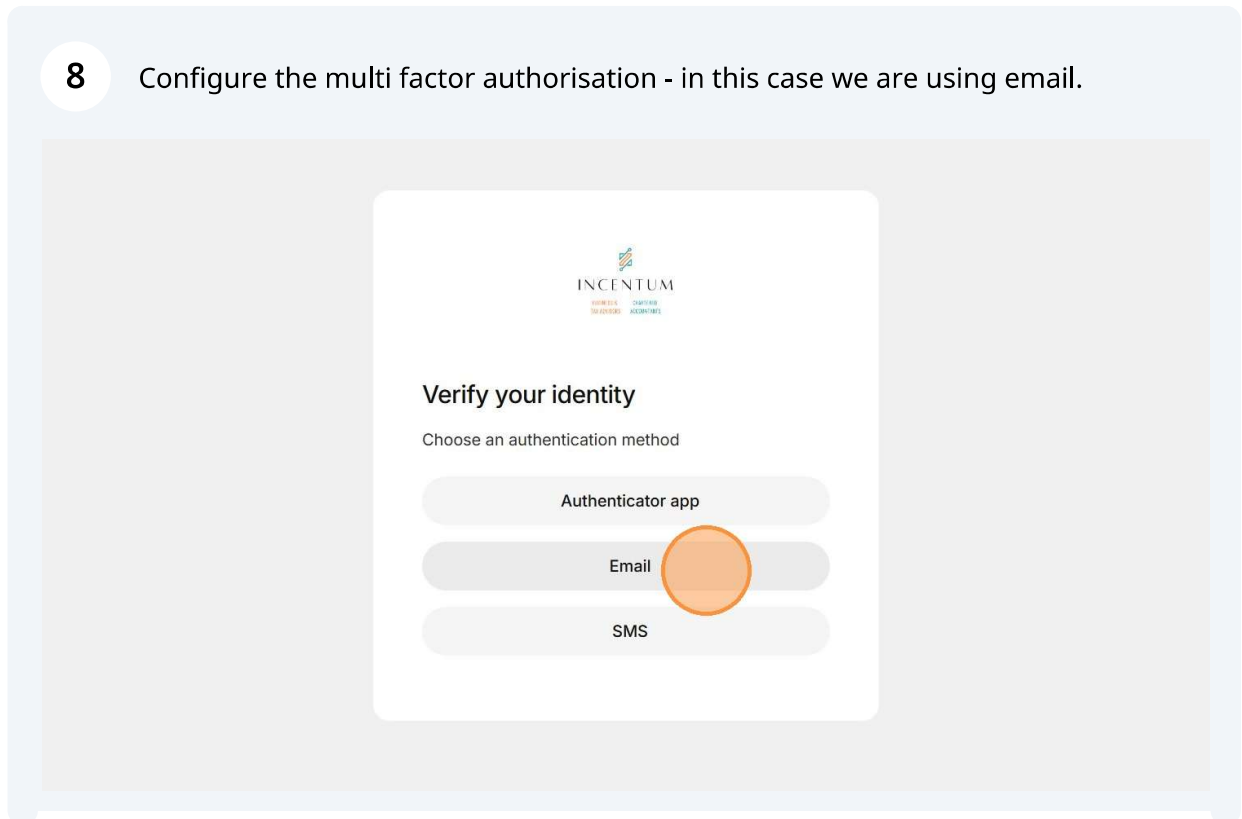
Create and confirm a password for the new client account.

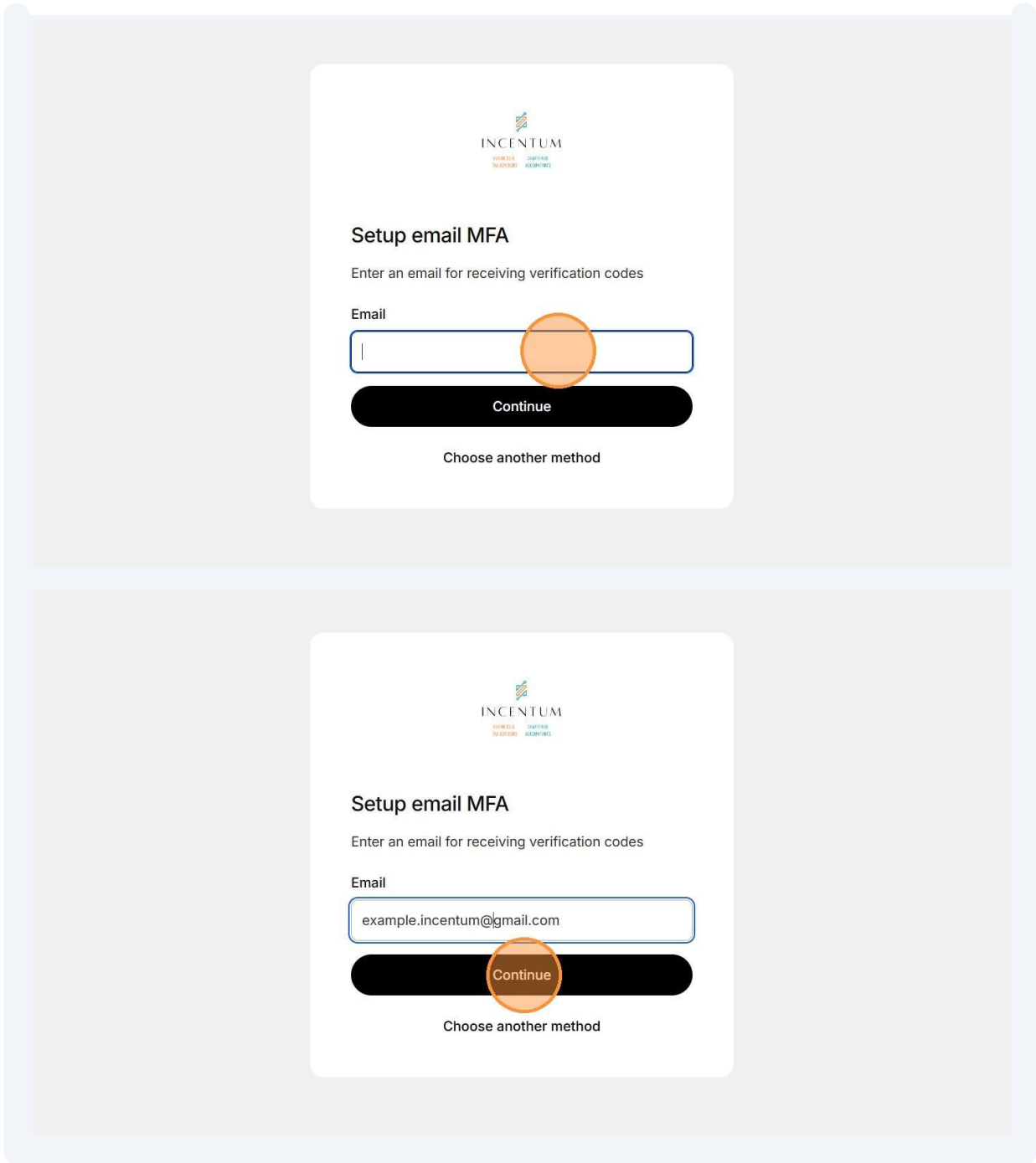




8

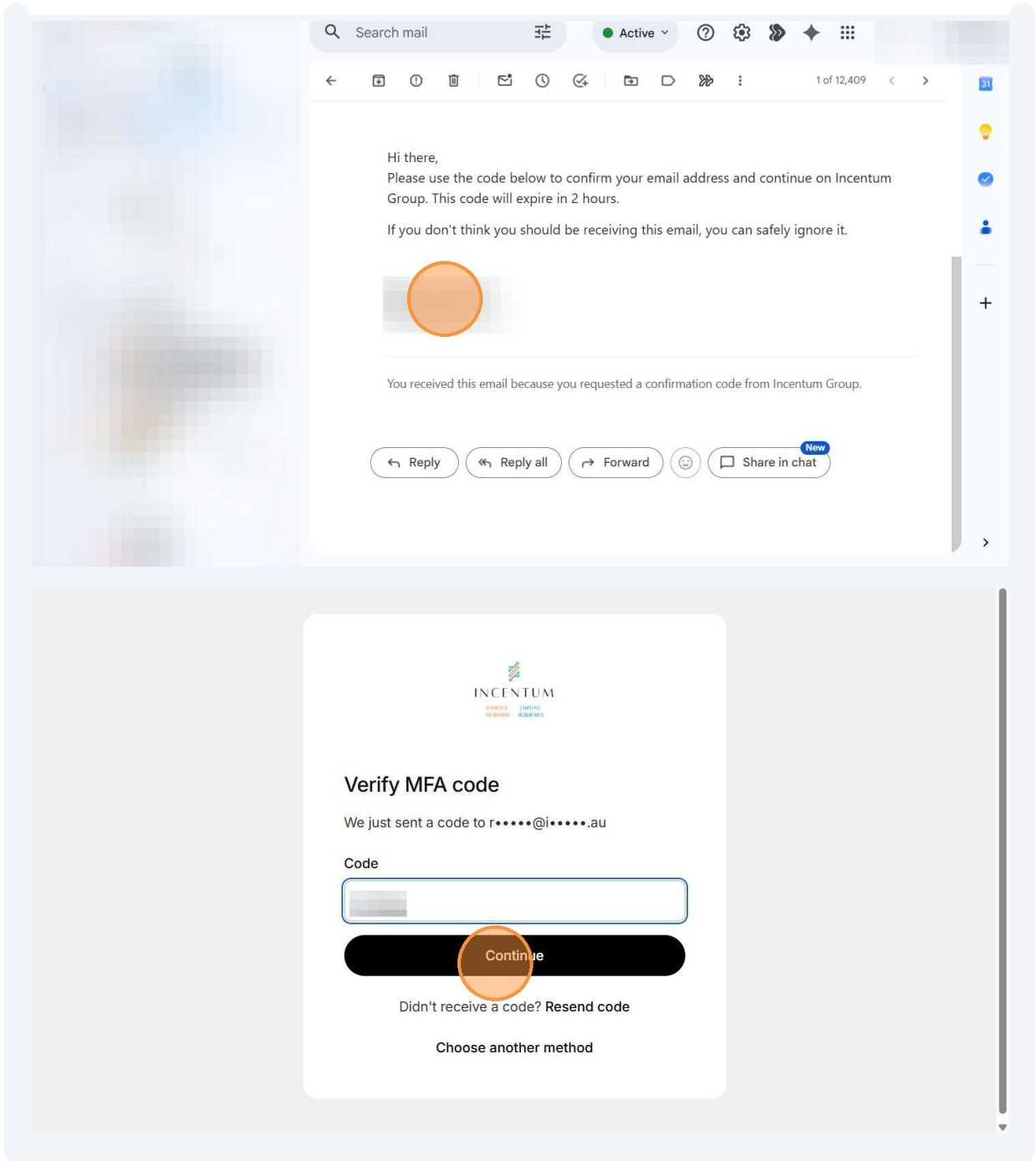
Configure the multi factor authorisation - in this case we are using email.





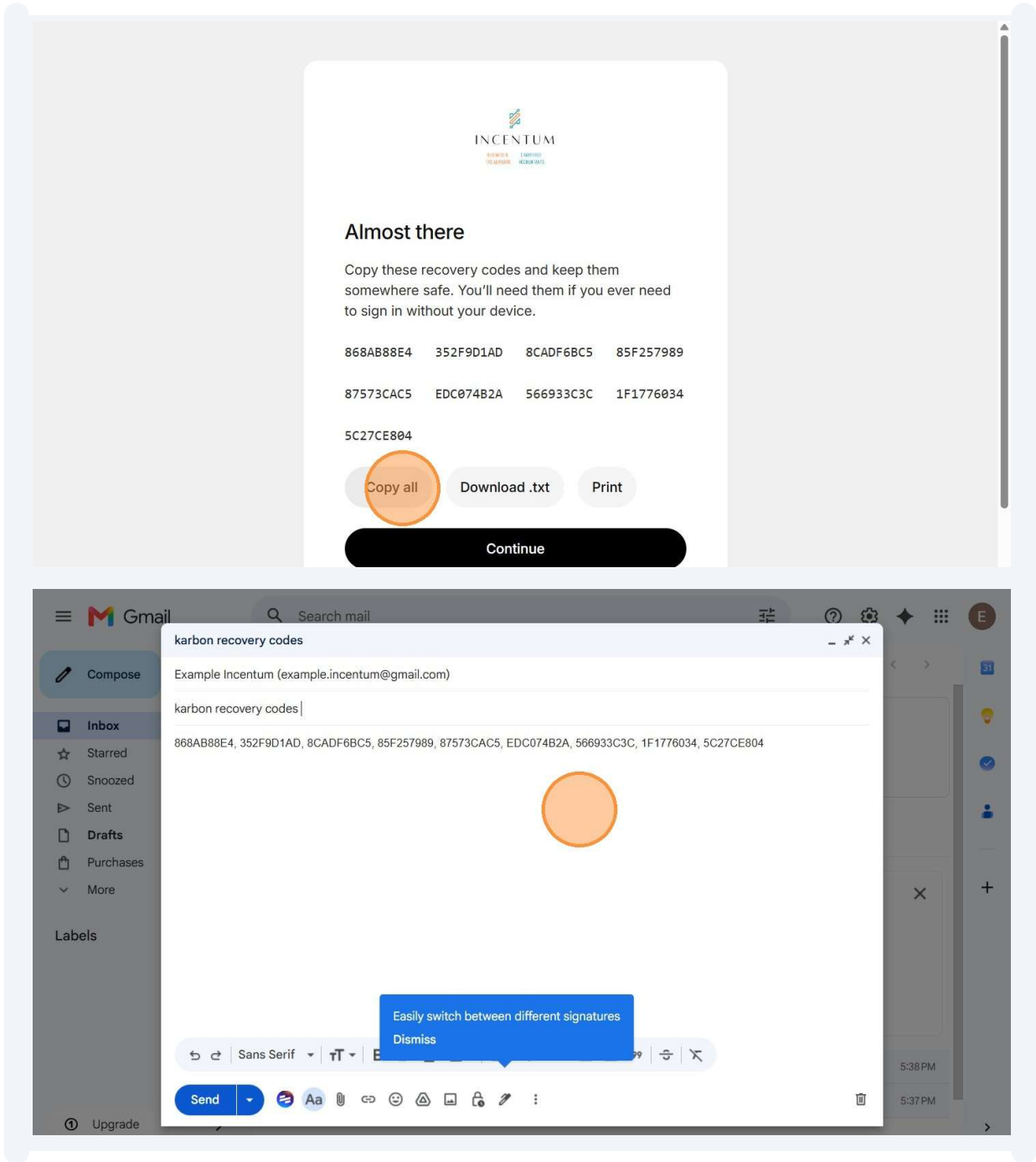
9

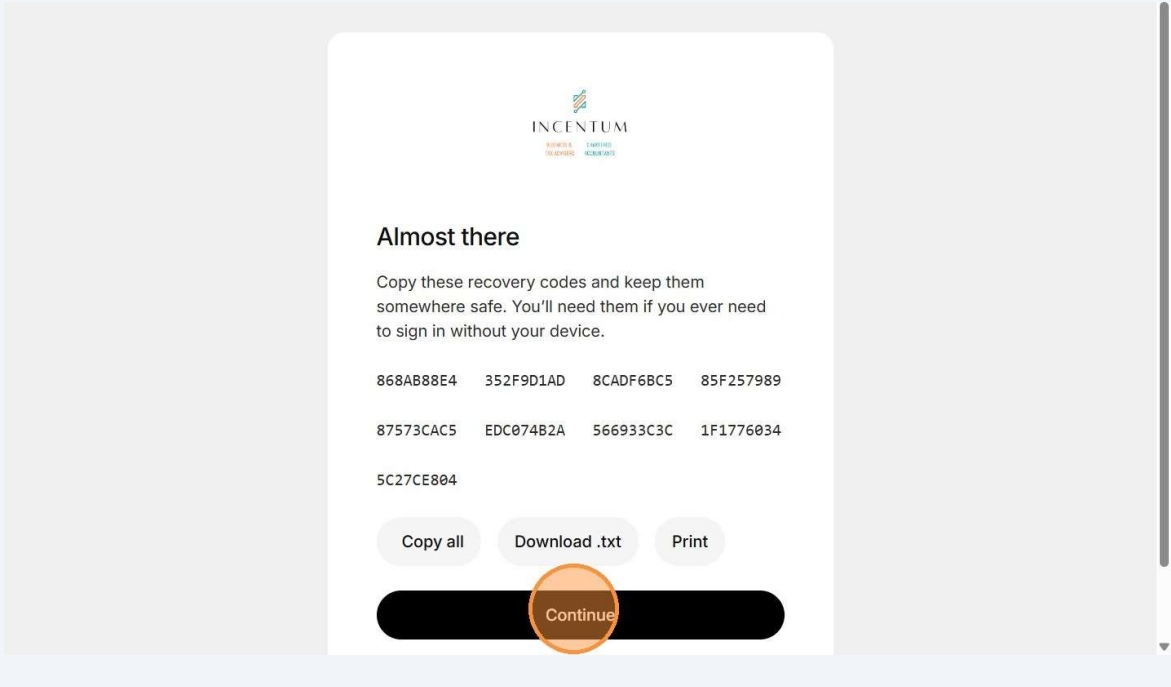
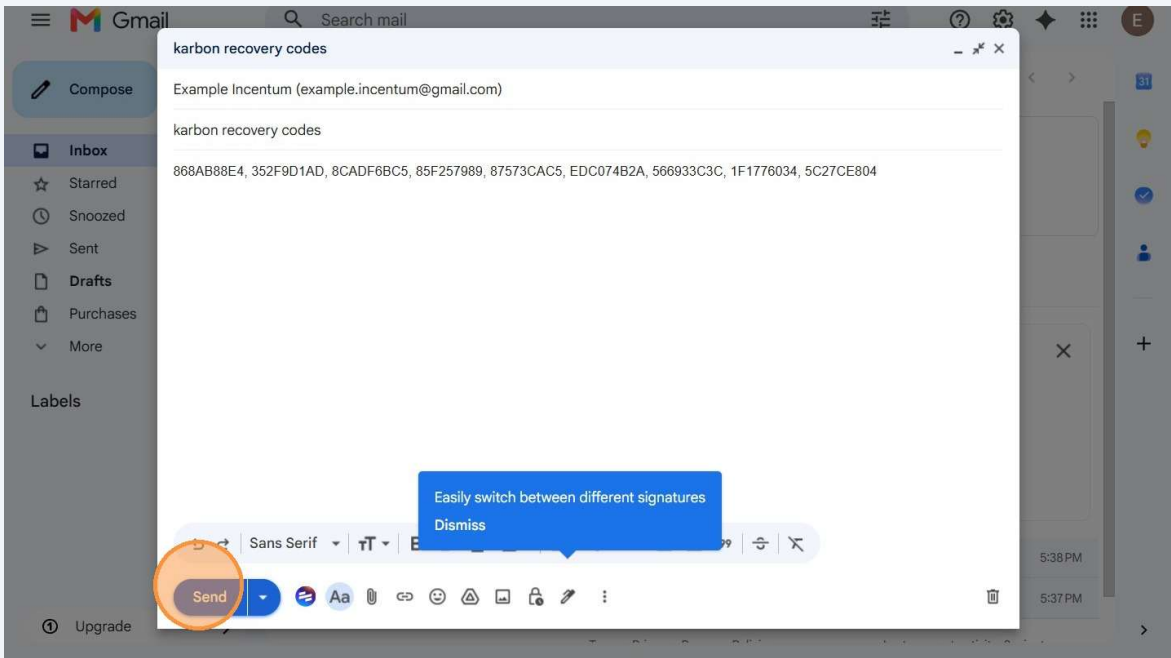
Enter the MFA code sent to your email to verify your identity.



10

Securely save your recovery codes and complete the account registration. You can email themself to you to keep them safe.





11 Click continue