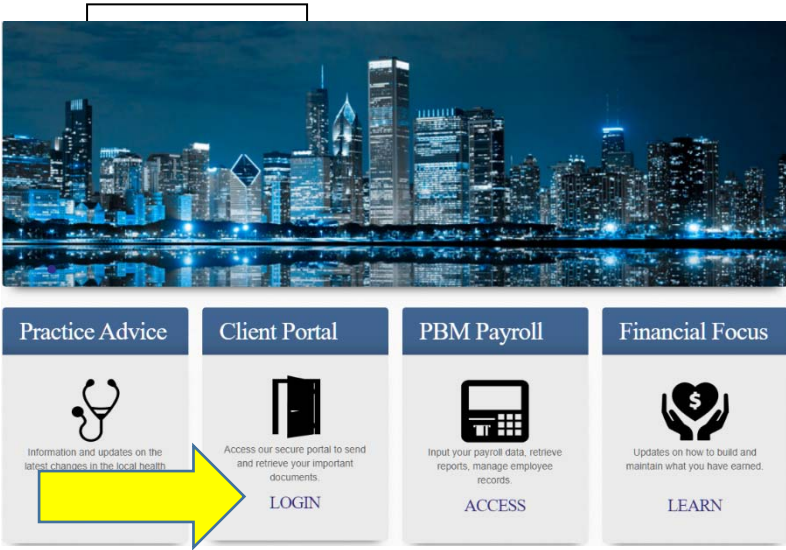


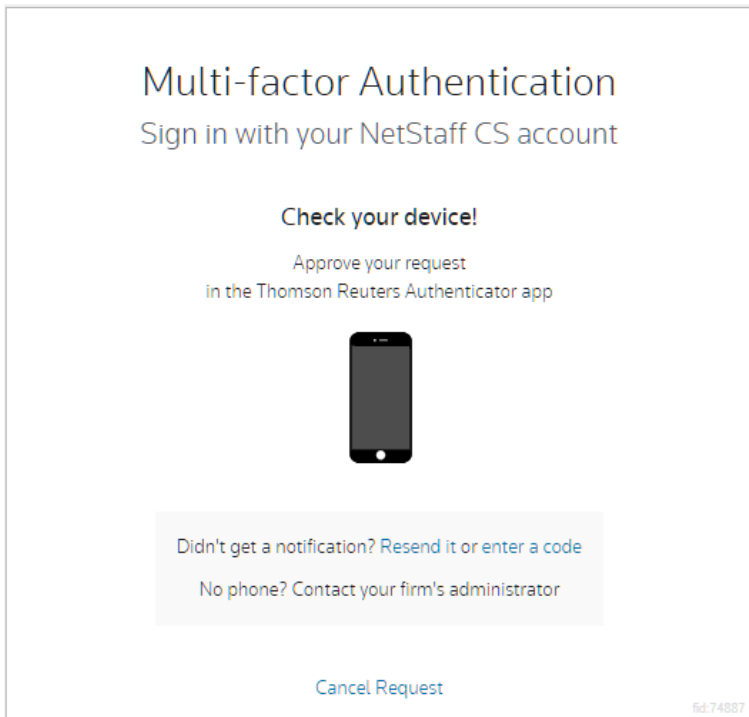
How to Login to your PBM Portal

1. Go to our website at www.pbminc.net.
2. Select "Login" under the Client Portal.



The screenshot shows the PBM website homepage. At the top right is the PBM logo and the text "Professional Business Management, Inc." and "1300 S Grove Ave Ste 201 - Barrington, IL 60010". Below this is a "Please log in." prompt. The main navigation area has four buttons: "Practice Advice", "Client Portal", "PBM Payroll", and "Financial Focus". The "Client Portal" button is highlighted with a yellow arrow. Below the navigation area are four columns of content, each with an icon and a description. The "Client Portal" column has a "LOGIN" button. To the right of the navigation area is a "Link View" button.

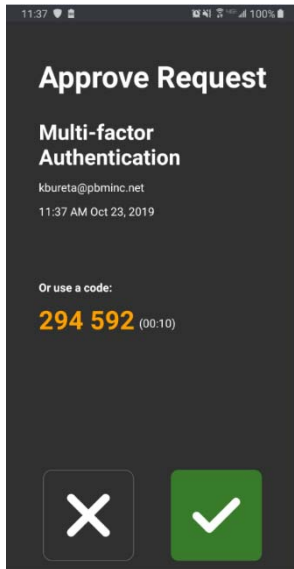
3. Enter your Login and Password. *You will receive an email on how to log in.*
4. There is an optional security feature called Multi-Factor Authentication. You will need to download an app using your smartphone.
 - a. Please see Multi- Factor Authentication Set Up for Clients.
5. Once you enter your Log in and Password a screen like this will appear.



The screenshot shows a "Multi-factor Authentication" screen. The text reads: "Multi-factor Authentication", "Sign in with your NetStaff CS account", "Check your device!", "Approve your request in the Thomson Reuters Authenticator app". Below this is an image of a smartphone. At the bottom, there are two options: "Didn't get a notification? Resend it or enter a code" and "No phone? Contact your firm's administrator". A "Cancel Request" button is at the bottom left. The ID "fd:74887" is at the bottom right.

How to Login to your PBM Portal

a. You will then get a notice to your phone (when Multi- Factor is Set Up). Select the green check mark and that will allow you entry into the portal. (You have about 20 seconds to press the button on your phone.)



Once you have successfully logged in your portal, it will look like this with your name and/or your business name.

