Client Portal System/iChannel Extranet

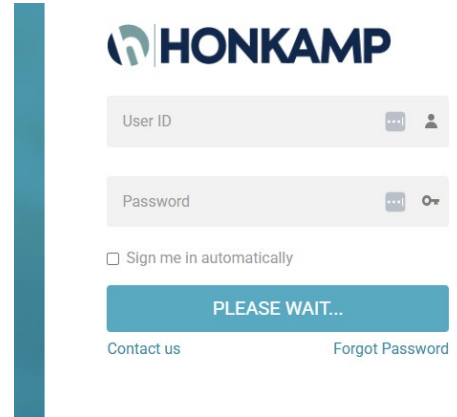## LOG INTO THE HONKAMP CLIENT PORTAL SYSTEM/ICHANNEL EXTRANET

You should have received your login information to the Honkamp Client Portal. If you have not received this information, or need to have it resent to you, please contact your Honkamp representative.

To access the portal, go to https://login.honkamp.com/Account.mvc/Login.

You can also find the portal login on the Honkamp website at www.honkamp.com. Click **Login** on the top right of the screen, and then choose **Client Portal System/iChannel Extranet** from the **Select Login** dropdown menu. On the next page, click the **Login Now** button.
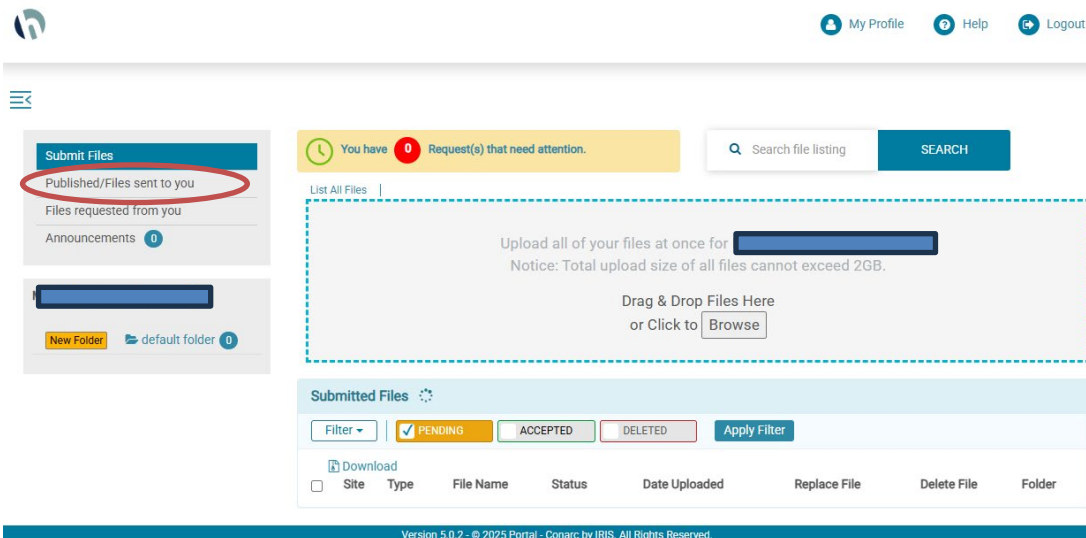
You will see a login screen. Enter your **User ID** and **Password**.

Be sure to view the **Get Started Video** after you log in for more information on how to use the portal.

ACCESSING YOUR DOCUMENTS

Begin by clicking the **Published/Files sent to you** button at the top left of the page to view documents that have been sent to you.
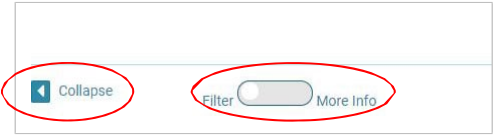
ADDING DOCUMENTS/SUBMITTING FILES

The portal allows you to submit documents. Upload documents using the **Browse** button or use the **Drag/Drop** feature to drag and drop files.
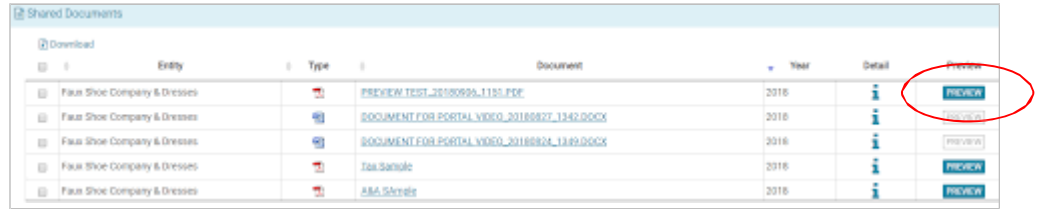
USEFUL FEATURES

You can collapse or expand the information on the page by clicking the **Collapse/Expand** arrow located on the left side of the screen for either the **Shared by** or **Submitted to** tabs.

Filter or see more information by clicking on the **Filter-More Info** button on the left side of the screen. More information could include announcements, links or news

The **Preview** feature allows you to see the first page of PDF documents on the **Shared** by tab. Find the name of the document you want to view, and click the **Preview** button in the right column.