

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 <u>https://login.honkamp.com/Account.mvc/Login</u>.

You can also find the portal login on the Honkamp website at <u>www.honkamp.com</u>. 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.

67		🕒 My Pro	ofile 🕜 Help 💽 Logo
=<			
Submit Files	You have Request(s) that need attention.	Q Search file listing	SEARCH
Published/Files sent to you	List All Files		
Files requested from you			
Announcements 0	Upload all of your files at		
	Notice: Total upload siz	ze of all files cannot exceed 2GB.	
'		Drop Files Here	
New Folder 🕒 🖕 default folder 🕕	or Cli	ck to Browse	
	k		
	Submitted Files		
	Filter - PENDING ACCEPTED DELETED	Apply Filter	
	Download		
	Site Type File Name Status Date	e Uploaded Replace File	Delete File Folder
	Version 5.0.2 - © 2025 Portal - Conarc by IRIS. All Rights	Reserved	

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.

HONKAMP

User ID		*
Password		0+
Sign me in automa	tically	
PLEA	ASE WAIT	
Contact us	Forgot Pas	sword

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.

0	ownicad			
1	i Erdty	i Type	bournent	• Year Detail Preview
	Faun Shoe Company & Dresses	73	PREVEW TEST_20180906,1151.PDF	2016 1 10000
	Face Shoe Company & Dresses		DOCUMENT FOR PORTAL VIDEO_20180827_1342.000X	2018 1 100000
	Faux Shoe Company & Dresses		DOCUMENT FOR PORTAL VIDEO_20180824_1349.DOCX	2016 1 (79370)
	Faux those Company & Dresses	12	Tax.Sample	2018
	Faux Shoe Company & Dresses	79	AMA SAMAIR	2016