

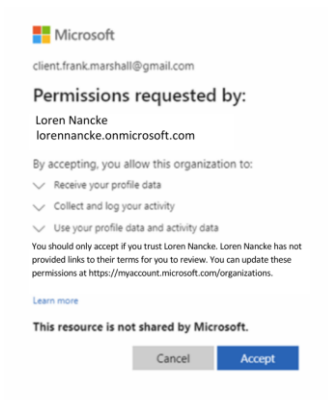
## Loren Nancke Collaborate Portal Login Instructions

Main Portal Link: <https://lncoca.sharepoint.com/sites/FYI-loren-nancke-collaborate>

### Login with Microsoft Email Addresses:

If the client has an email address with a Microsoft domain (for example @hotmail.com, @outlook.com, @msn.com) or the address is managed on a Microsoft email server, the client will be directed to log in using the Microsoft authentication process.

1. The client receives an email notification with a link to the Collaborate site.
2. The client clicks on the link and is prompted to log in with their email address.
3. After entering the account details, the client clicks Sign in.
4. The client is then redirected to the Client Portal site with a request to Accept Permissions.



The permissions you're accepting allows Loren Nancke to view the login activity, to view the documents you share with us, the documents we share with you along with the ability to co-edit documents together.

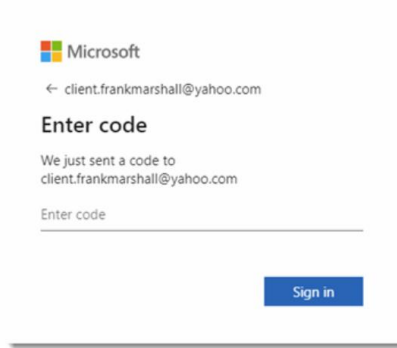
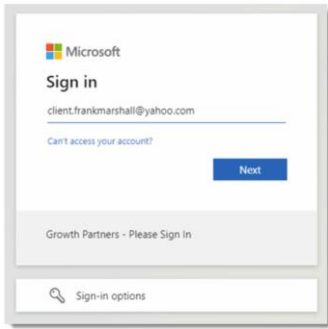
### Unable to login?

You have access to the portal via the email identified within the document we sent you. If your system has attempted to login with a different email, click to sign in with Windows Hello or a security key. Should you require an update to the email address with access, kindly inform us. Alternatively, you can try clearing your browsing history and try logging in again using a private browser (incognito).



### Other Logins (gmail)

1. The client receives an email notification with a link to the Collaborate site.
2. The client clicks on the link and is prompted to log in with their email address.
3. The client will be prompted to click to send a one-time code to their email address.



If you followed these instructions and still encountered issues accessing the portal, please contact us at [accountants@lorennancke.com](mailto:accountants@lorennancke.com).