

## How to Log in to the Client Portal for the First Time

1. Check your email inbox for a message from NoReply@aspencapitalmgmt.com with the subject line “ACM Client Portal Access.”
2. Look in the first paragraph of the email for your username, then click the link at the bottom of the email to access the login page and set your password.
3. The link will lead to a screen that looks like the image below:

ASPEN CAPITAL  
MANAGEMENT

New Password

Password Strength:

- Uppercase and lowercase letter
- Number or Special Character
- 10 or more characters
- Does not contain date related words
- No variation of 'password', 'Orion', or 'advisor'
- Does not use your User ID

Confirm New Password

Reset Password

4. Enter a secure password that meets all the requirements on the screen, confirm your new password, and click “Reset Password.”
5. You now have access to the client portal and should be able to log in! Remember to bookmark the login page for easy access.