

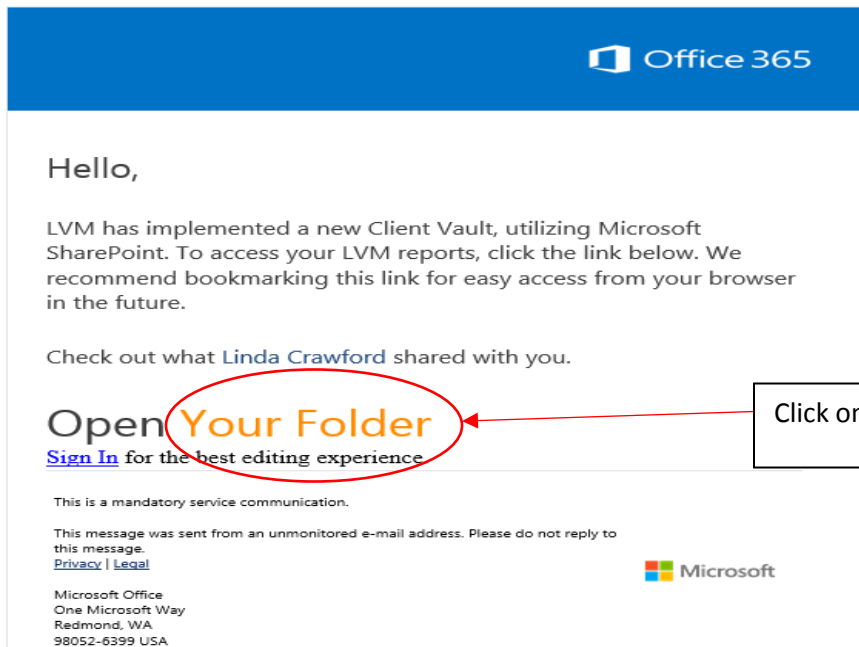
Access to your secure LVM Client Vault is initiated by an email invitation from LVM. If you would like to utilize the Client Vault for receiving reports, please contact LVM.

You will receive an email invitation with a link to the Client Vault Portal. The email will be from “no-reply@sharepointonline.com”, but the subject will indicate that an LVM employee wants to share a folder with you. Simply click on the link to access your folder.

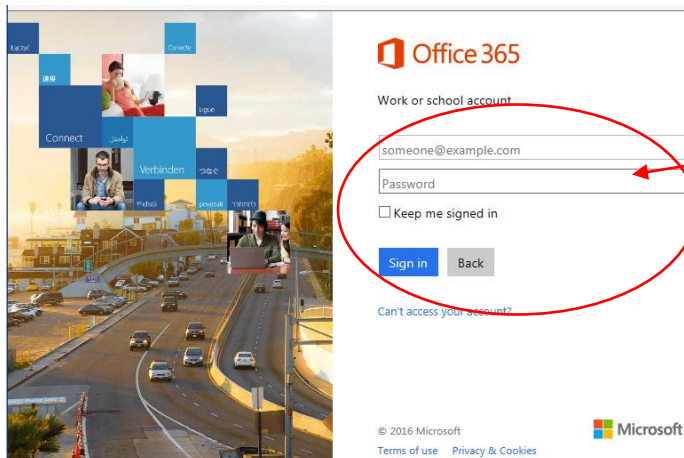
Example of email invitation with link to client vault portal:

From: <no-reply@sharepointonline.com>
Date: October 21, 2016 at 9:25:24 AM EDT
To: <>
Subject: Linda Crawford wants to share Your Folder
Reply-To: <no-reply@sharepointonline.com>

[View this email in your browser](#)



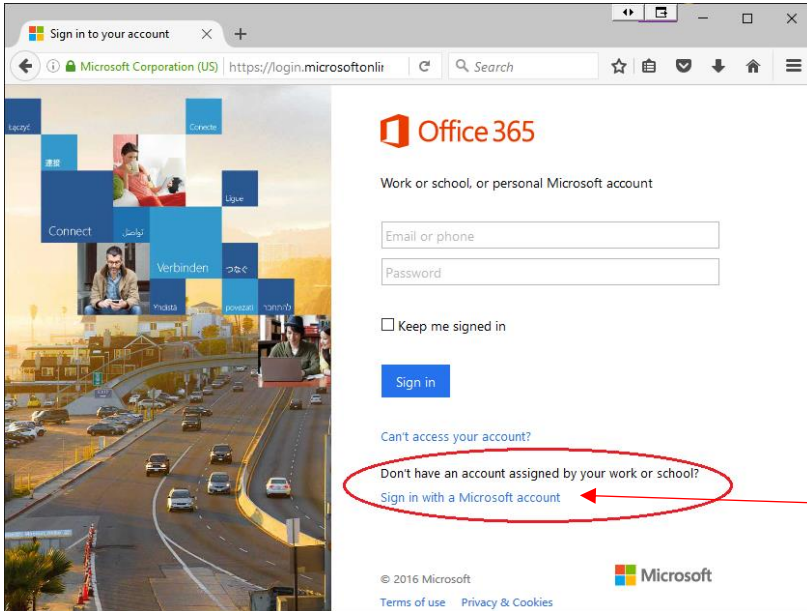
Click on the link to access Your Folder



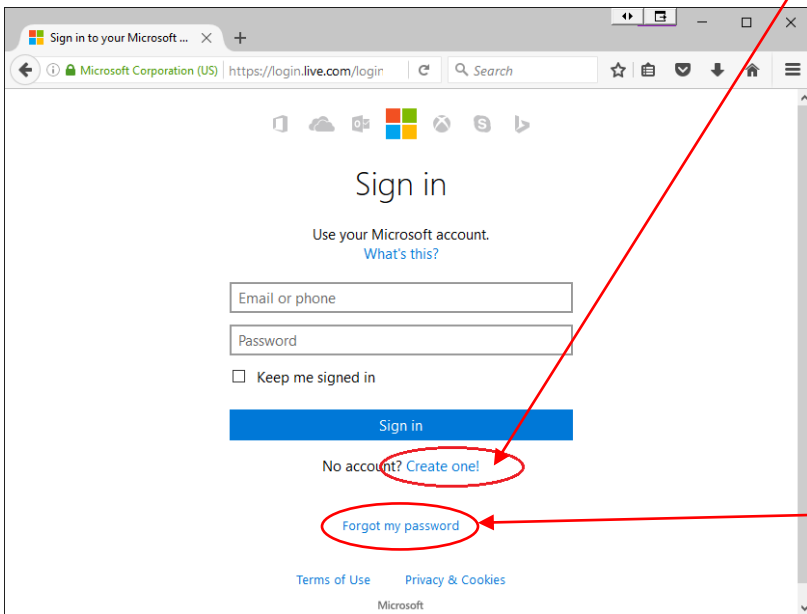
If you have a Microsoft account, enter your email and Microsoft password and then click the blue Sign In button.

If you do not have a Microsoft account, see instructions on the following page.

If you do not have a Microsoft account:



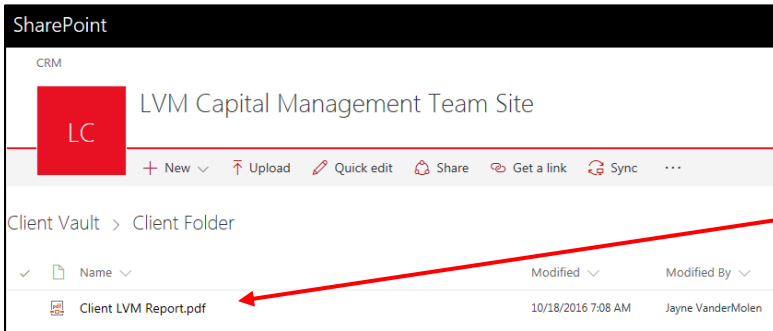
Click "Sign in with a Microsoft account" to create a new Microsoft account.



When creating a Microsoft account (it's free), enter your preferred email address and a password. Be sure to make note of your Microsoft password, as you will need it to access your LVM Client Vault in the future.

If you have an account but forget your password, click on the "Forgot my password" link.

Example of the LVM Client Vault Portal:



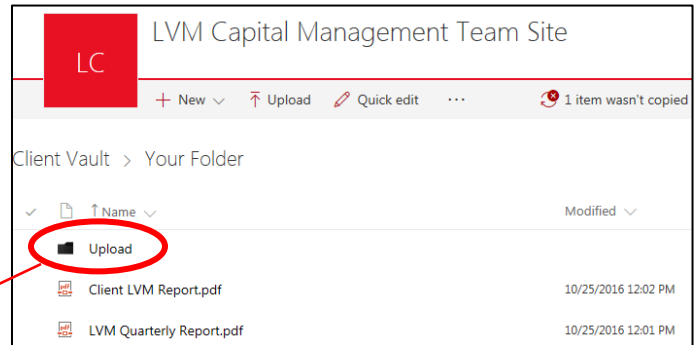
Click on document name to open it.

Once you have accessed your client vault, we recommend that you bookmark it in your browser so that you can conveniently return to it at any time.

Uploading Files to LVM:

This same portal may be used to securely upload sensitive documents to LVM. LVM must first create a subfolder named UPLOAD for this purpose. You will be given the ability to change, save, or delete items in this folder only.

To upload files, open your Upload folder by clicking on it.



You can upload files to your Upload Folder by using the Upload menu

OR

by dragging and dropping files on the grey folder.

