

We've set you up with an account on Eide Bailly Connect so you can share documents securely with your Eide Bailly team. We hope this document will help you get acclimated to Eide Bailly Connect. This document will show you how to get into your account - and provide some tips for common challenges.

First things first though. The Internet can be tricky.

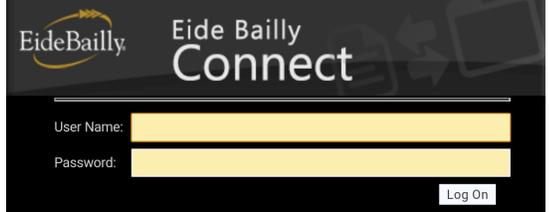
In order to have full functionality on Eide Bailly Connect, you'll need Office 2010 (or newer) installed on your computer. Supported browsers are Internet Explorer 10 and 11; Microsoft Edge; Google Chrome (64-bit); Firefox; and Apple Safari.

Accessing Eide Bailly Connect

1. Open an Internet browser and navigate to www.eidebailly.com.
2. Click on the Client Access tab in the top navigation bar and select **Eide Bailly Connect** from the blue dropdown.
3. This link will take you to our secure client portal login screen where you can enter your **user name** (email address) and the **password** you have chosen.

ABOUT US CAREERS CONTACT US **CLIENT ACCESS** 

Eide Bailly Connect



First time logging in?

1. Log all the way in with the generated password at least once.
2. The next time you log in, check the box next to **"I want to change my password after logging on."**
3. Insert your **Password** (in the email from Eide Bailly ITS).
4. Click the **Log On** button.

Eide Bailly Connect Privacy Statement

Security ([show explanation](#))

- This is a public or shared computer
 This is a private computer

I want to change my password after logging on.

User Name:
Password:

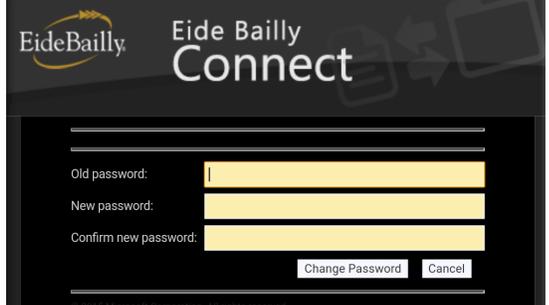
Log On

[Click to get password](#)

[Forgot your password?](#)

To change your password after initial login:

1. Enter the **old password**
2. Type the new password twice
(Use at least **SIX** characters, including letters, numbers, symbols)
3. Click **Change Password**. Voila! Done. Password changed.



Heads up: If you select **"this is a public or shared computer,"** the session will expire after 10 minutes of inactivity. If you select **"this is a private computer,"** the session will last 6 hours. The time limits are increased security measures that keep your content safe.

Questions? Contact your Eide Bailly service provider.