

How to Log onto the Axium Solution Center

Note: All references to Ajera in this document apply to both Ajera and PORTFOLIO.

To log on for the first time:

1. From the **Help** menu in Ajera, click **Axium Solution Center**.
2. Click the **Client Login** button at the upper right of the window.
3. Click **Request password**.
4. Enter your client number and email address, and click the **Request Password** button.
In the next few minutes, Axium sends you a username and password.
5. From the Axium Solution Center, click the **Client Login** button at the upper right of the window.
6. Enter your username and password.
7. Select the **Remember me next time** check box so you do not have to enter your username and password in the future.
8. Click the **Log In** button.

It's easy to give anyone at your firm access to the Axium Solution Center. Just follow these few simple steps:

1. From the Axium Solution center, click **Account Information** at the top of the window.
2. Click **People** in the panel on the left of the window.
3. Click **Add new person**, and enter the information, being sure to enter a valid email address. Click the **Update** button.

The employees you add will have access to the Axium Solution Center on the next day.

4. Send your employees the following instructions.