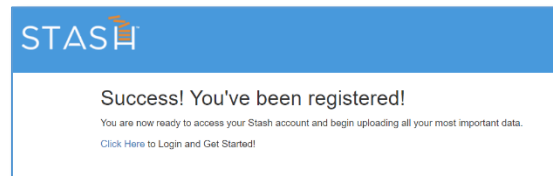
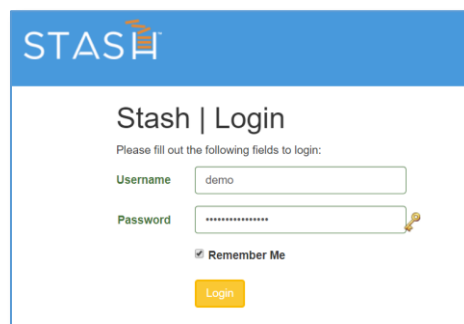


If you enter the password correctly, you will see a “Success!” page. Click the “Click Here” link to login.



Successful Registration Page

On the STASH | Login screen, enter your username and the temporary password found in the account password email – then click “Login”.



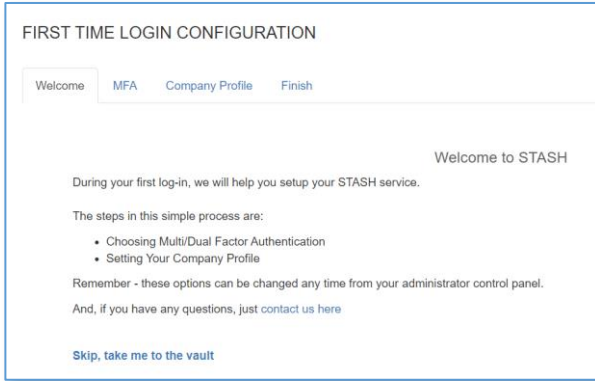
Login Page

Configuring Your Vault

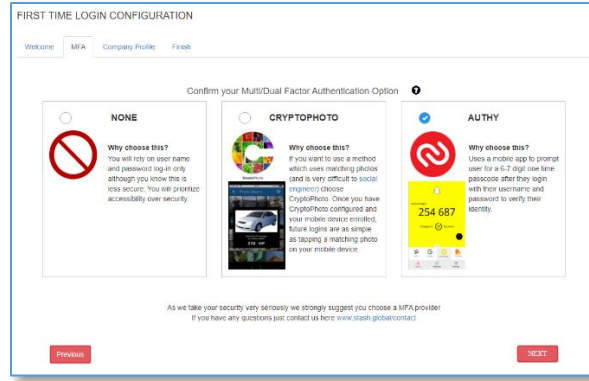
The first time you log into your STASH Vault account, you will be presented with a First Time Login Configuration page. This wizard will help you configure your Vault and set a color scheme/logo for your portal landing page.

You can bypass this wizard and go straight to the Vault by clicking the “Skip, take me to the vault” link at the bottom. You can access this wizard anytime through the account settings page.

The steps in the configuration process are listed on the first page. You can navigate to any step by clicking the links at the top of the wizard. You may have more or fewer steps in the configuration wizard than shown based on your account configuration.

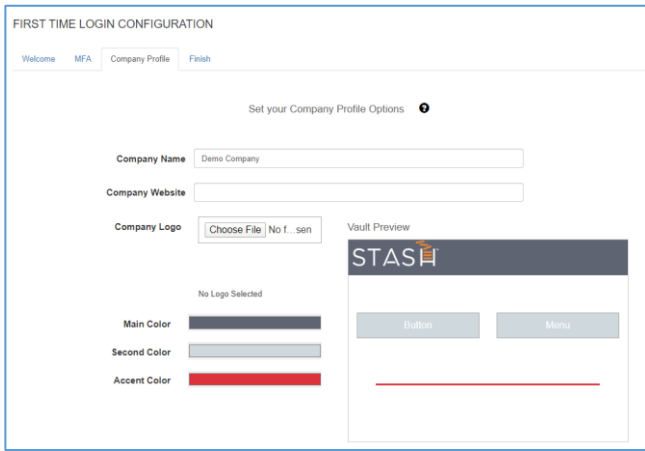


First Time Login Configuration Wizard

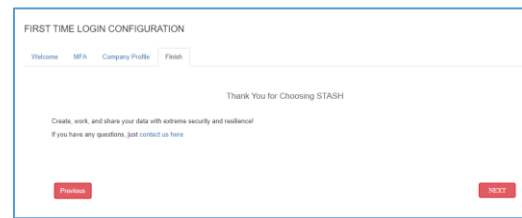


Configuring Multi-Factor Authentication

Select the options to configure your Vault the way you need. Additional help is available by clicking the “?” icon above the options.



Company Profile Settings



Finishing the Configuration Wizard

On the company profile portion of the configuration wizard, you can customize the look of your company portal. Select the color scheme you’d like to use and upload a logo. A preview of your Vault will be displayed on the right of the wizard. Logo files are limited to PNG, JPG, and GIF file types and must be no larger than 1920px wide by 1080px high – however, a smaller logo will allow your portal to load faster.

Click “Next” to continue to your Vault.

Changing Your Password

When logging into your account for the first time, you will be prompted to change your password from the temporary one that was sent to you in email. Enter your temporary password and then enter a new password. This new password must be at least 8 characters long and contain 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character. Re-enter your password in the “Confirm New Password” box. Click the update button to continue.

Changing a Password on First Login

Setting up Multi-Factor Authentication (MFA) / Two-Factor Authentication (2FA)

If you opt to use Multi-Factor Authentication (MFA) / Two-Factor Authentication (2FA) for your account, which is highly recommended, you will be prompted to enroll a mobile device with the service you've chosen. The steps shown below are for use with Authy – other providers will have a similar approach.

MFA Enrollment with Authy

Verifying Authy Enrollment

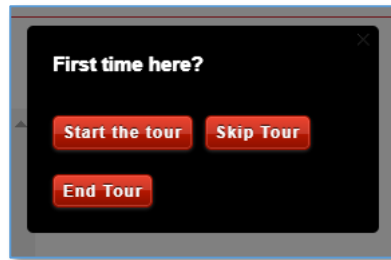
You should complete this process from a device other than the one you are enrolling. If you use the same device, you will need to manually enter the enrollment code instead of scanning the QR with the app.

If you don't already have Authy on your device, download it from your device store, start Authy, and complete the Authy registration process. When complete, you will be able to add your Stash account by clicking the vertical dot menu in the upper right of the app and tapping "Add Account". Tap "Scan QR Code", and scan the QR on the screen. If you are unable to scan the QR code, you can also enter the code manually by tapping "Enter Code Manually" in Authy and entering the Key value displayed under the QR code.

Once you've scanned the QR code, the browser window should automatically redirect you to the Authy Verification screen where you can enter the code displayed in Authy on your mobile device. Click Verify to complete enrollment and be taken to your Vault. The next time you login, you will be asked for an Authy verification code – simply open Authy on your mobile device, tap your Vault account, and enter the 6-7 digit code in the verification box.

If you are configuring CryptoPhoto as your MFA provider, refer to the getting started with CryptoPhoto guide.

Take the Tour



First Time Login Tour

The first time you access your Vault, you have the option of taking a quick tour to point out the various features of your Vault. If you wish to view the tour, click "Start the Tour" and then navigate by using the next or back buttons. You can end the tour at any time by clicking the End Tour button/link. You can skip the tour altogether by clicking the Skip Tour button. You can access the Tour anytime by clicking the View Tour button on the Account Settings page.