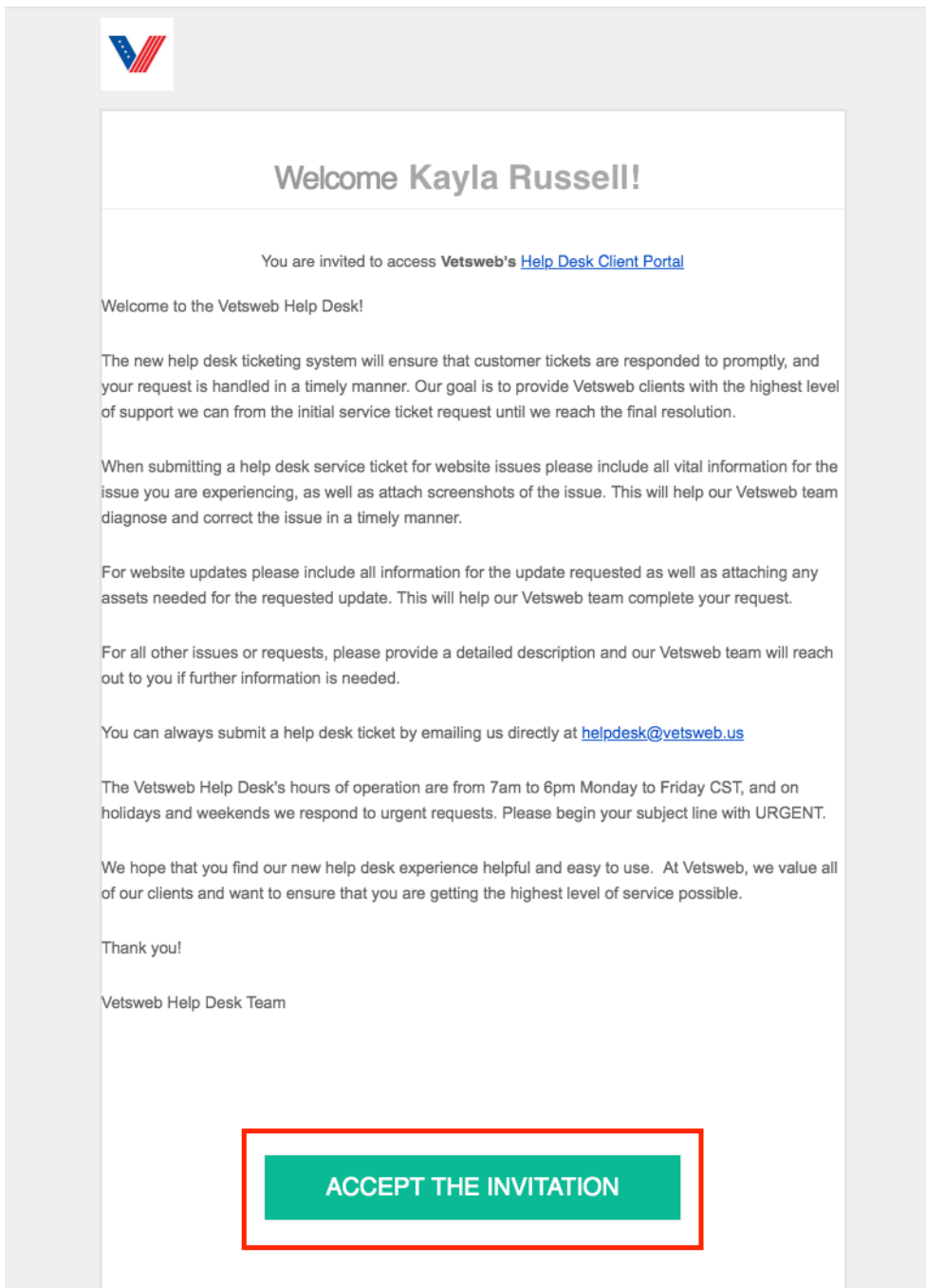


STEP 1

To set up your Help Desk Client Portal follow the instructions sent to you in the invitation email you received to set up your account. If you did not receive your invitation, please send us an email to helpdesk@vetsweb.us. This will create your first service ticket as well as send you an automated email with a link to set up your client portal.

STEP 2

Click Accept the Invitation button to create your account.



STEP 3

When prompted to, create your password and click register.

The screenshot shows the Vetsweb registration interface. At the top, there is a blue navigation bar with the Vetsweb logo and menu items: Home, My Area, Submit a Ticket, and Knowledge Base. Below the navigation bar, the registration form is displayed. It contains the following elements:

- Email Address:** A text field containing the email address `Kayla@vetsweb.us`.
- Password:** An empty text input field.
- Confirm Password:** An empty text input field.
- Register:** A button with the text "Register", which is highlighted with a red rectangular border.

It's that easy! Your account is now set up, and you can now start submitting tickets via our Help Desk Client Portal!

If you have any questions on how to use the client portal please email Kayla at kayla@vetsweb.us

Thank you!
Vetsweb Support Team