



Client Portal System/iChannel Extranet

LOG INTO THE HK CLIENT PORTAL SYSTEM/ICHANNEL EXTRANET

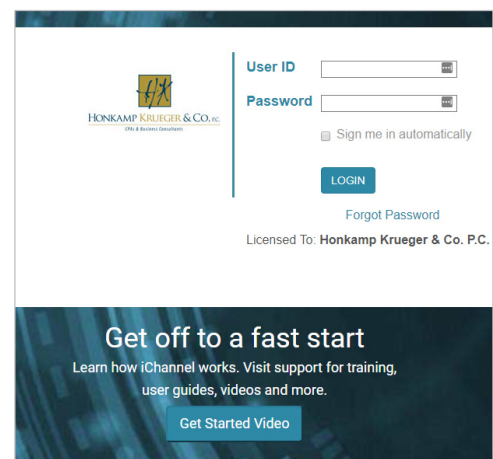
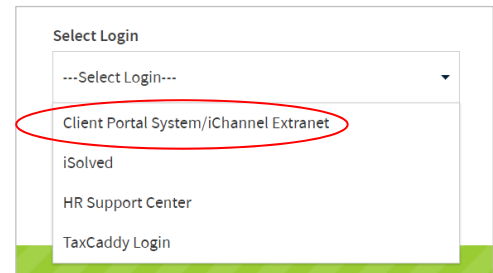
You should have received your login information to the HK Client Portal. If you have not received this information, or need to have it resent to you, please contact your HK representative.

To access the portal, go to <https://login.honkamp.com/Account.mvc/Login>.

You can also find the portal login on the HK website at www.honkamp.com. Click **Login** on the top right of the screen, and then choose **Client Portal System/iChannel Extranet** from the **Select Login** dropdown menu. On the next page, click the **Login Now** button.

You will see a login screen. Enter your **User ID** and **Password**.

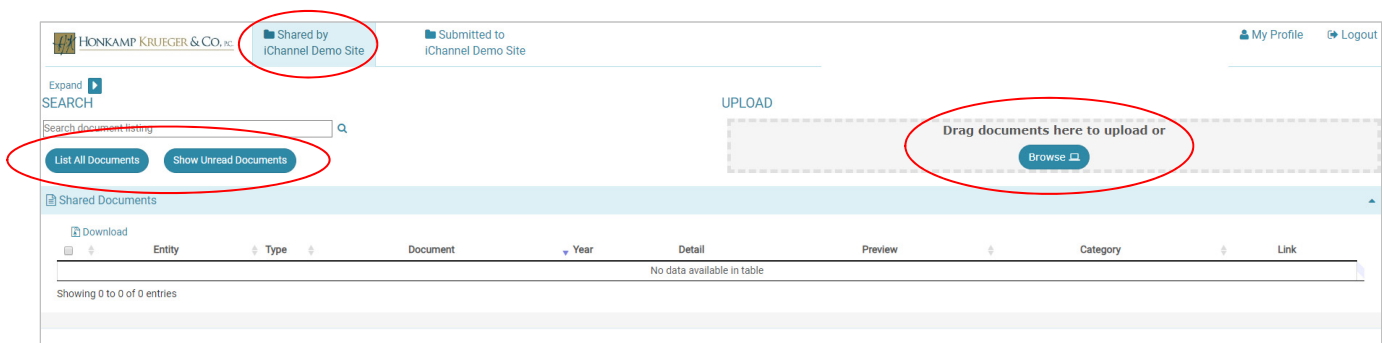
Be sure to view the **Get Started Video** after you log in for more information on how to use the portal.



ACCESSING YOUR DOCUMENTS

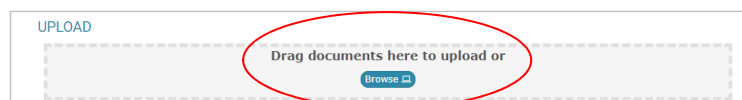
Begin by clicking the **Shared by** button at the top of the page to view documents that have been sent to you.

You have the options to **List All Documents**, **Show Unread Documents**, **Preview** or **Upload** documents. You can also filter your documents by clicking on the header above each column. The **Drag/Browse** feature is also located on this tab.



ADDING DOCUMENTS/SUBMITTING FILES

The portal allows you to submit documents. Upload documents using the **Upload** button next to the requested document or use the **Drag/Browse** feature and choose the appropriate entity and upload destination.



USEFUL FEATURES

You can collapse or expand the information on the page by clicking the **Collapse/Expand** arrow located on the left side of the screen for either the **Shared by** or **Submitted to** tabs.



Filter or see more information by clicking on the **Filter-More Info** button on the left side of the screen. More information could include announcements, links or news

The **Preview** feature allows you to see the first page of PDF documents on the **Shared** by tab. Find the name of the document you want to view, and click the **Preview** button in the right column.

Entity	Type	Document	Year	Detail	Preview
Faux Shoe Company & Dresses	PDF	PREVIEW TEST_20180924_1130.PDF	2018		PREVIEW
Faux Shoe Company & Dresses	DOCX	DOCUMENT FOR PORTAL VIDEO_20180927_1342.DOCX	2018		PREVIEW
Faux Shoe Company & Dresses	DOCX	DOCUMENT FOR PORTAL VIDEO_20180924_1349.DOCX	2018		PREVIEW
Faux Shoe Company & Dresses	PDF	Tax Schedule	2018		PREVIEW
Faux Shoe Company & Dresses	PDF	AMA Schedule	2018		PREVIEW