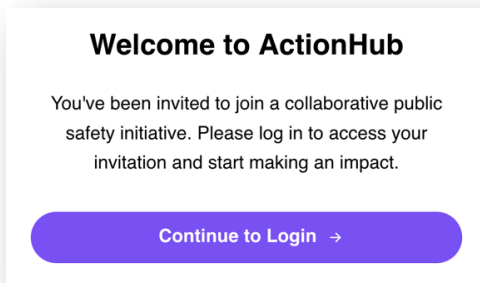


LOGIN TO YOUR HUB

> Open a web browser on your internet-connected computer or mobile device.

> If you are new to ActionHub: You must be invited to view a specific Hub by an existing Admin User. The invitation will be sent to you by email from noreply@simsi.com (check your spam folder). From within the email, click the “Accept & Get Started” button. It will take you to a “Welcome to ActionHub” screen; Click the “Continue to Login” button.

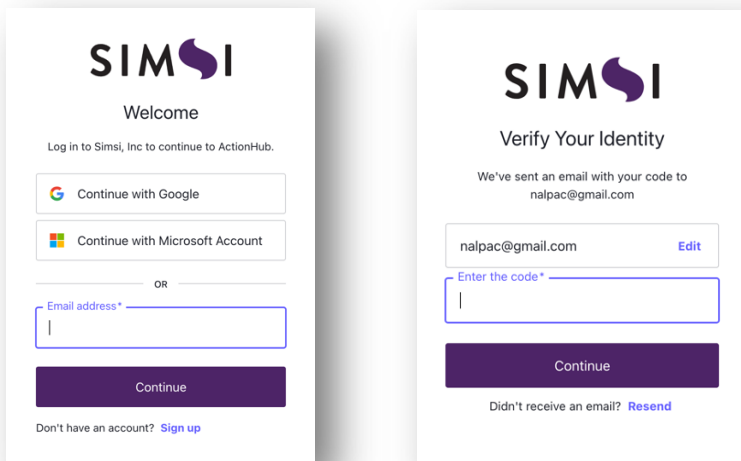


> If you are returning to ActionHub: Go to the secure SaaS connection at actionhub.simsi.com or your other dedicated hyperlink. Click the “Login” button at the top right of the webpage.

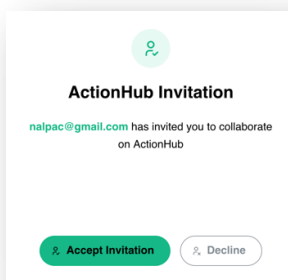
> You must login to ActionHub using the same email address that was used for your initial invitation. That email address is all you need to login (no separate account needs to be created).

> There are 3 options for logging in to ActionHub:

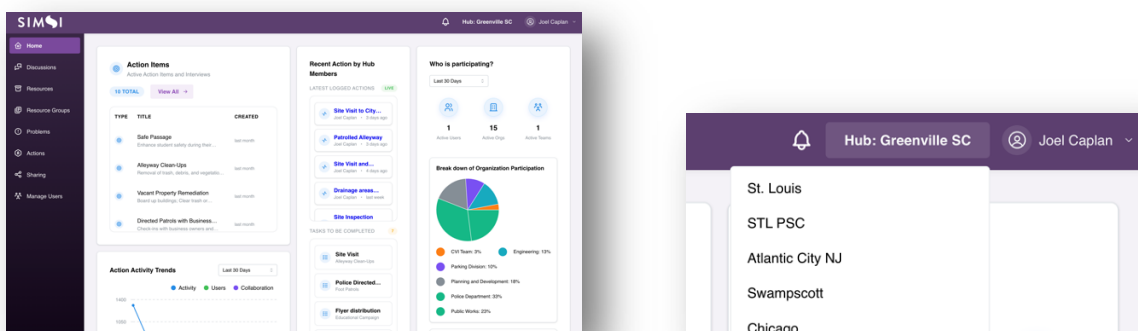
- If your email address is affiliated with a Google account, click the “Continue with Google” button.
- If your email address is affiliated with a Microsoft account, click the “Continue with Microsoft Account” button.
- You can also login using any other email address connected to your ActionHub by typing it in the “Email Address” text box then clicking the “Continue” button. A Verification Code will be sent to your email address. Type the Verification Code in the “Enter the Code” text box to verify your identity, then click the “Continue” button.



> If this is your first time logging in to ActionHub, you will be asked to “Accept” the invitation. Click the “Accept Invitation” button to continue to your Hub.



> After logging in, you will see the last Hub you viewed from your previous session. If you belong to multiple Hubs, switch between them by clicking the “Hub” name at the top of the webpage. A list of Hubs available to you will appear. Select the Hub you want to view.



> Logout of ActionHub by clicking “Logout” from within the “Settings” dropdown menu next to your user name in the top right of the page.