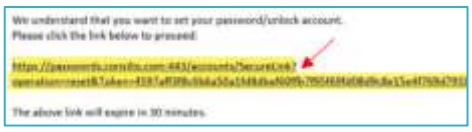
Consilio

Relativity 'Citrix Light' Login Quick Guide

Step 1: Set Password

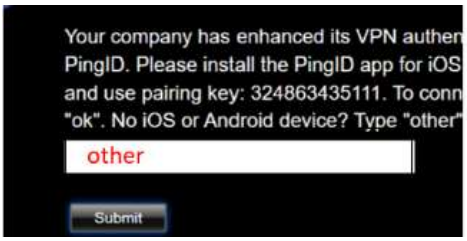


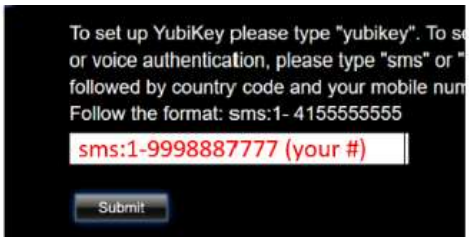
1. Navigate to the Consilio Password Portal URL: https://passwords.consilio.com/accounts/authVerify?operation=reset
2. Reference the email sent by Consilio containing your login credentials. The email will contain a User Name, use this information in the "Enter Username" field.
3. In the "Select Domain" field, select the dropdown of CONSILIOSERVICES, click the Continue button.
4. Select your 'masked' email address where the verification email will be sent, click the Continue button.
5. A notification message will display confirming a reset email was sent to your email address. **Close the browser.**
6. Check your Inbox for a reset email message from 'noreply@consilio.com' with the email subject "Password Reset Confirmation". Once received, navigate to the URL within the email message to establish your password.
7. The Reset Password window will display. Reset your password taking the password policy requirements into account.
   a. Enter your New Password
   b. Confirm your New Password
   c. Click Reset Password

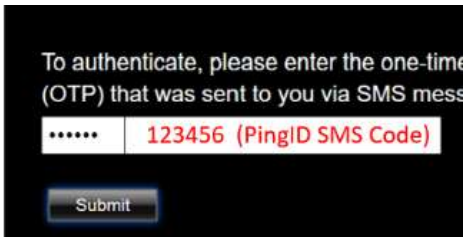
8. A notification message will display confirming your password has successfully reset. **Close the browser**.

Step 2: Log into Citrix with PingID via SMS text message

1. Reference the email sent by Consilio containing your login credentials. The email will contain Consilio Review Environment URL. Navigate to the Consilio Relativity URL hyperlink to display the log on screen.
2. Enter your **User name** and **Password** established in Step 1, click **Log On**.
3. Three authentication screens will require information:







- Enter **other** into the text box, click Submit
- Enter sms:[Country Code][Mobile Number]
  - (Example: **sms:1-9998887777**) into the text box, click Submit
- Enter the passcode (Example: **123456**) sent to your mobile device via SMS text message in the text box, click Submit

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Step 3: Select Citrix Light / Access Relativity.

1. You will be greeted with a webpage providing Citrix options. Click on the **Use Light Version** hyperlink (below the Detect Receiver button).
2. You have now accessed the Citrix workspace. Remain on the APPS tab, then click on the Relativity-Chrome browser icon.
3. **Congratulations!** You will now see a listing of your permissioned Relativity workspaces. Click on the Relativity workspace name to access the database.

Live support is available to assist you 24/7, just email helpdesk@consilio.com