Portal Access Guide

1.1 Logging in
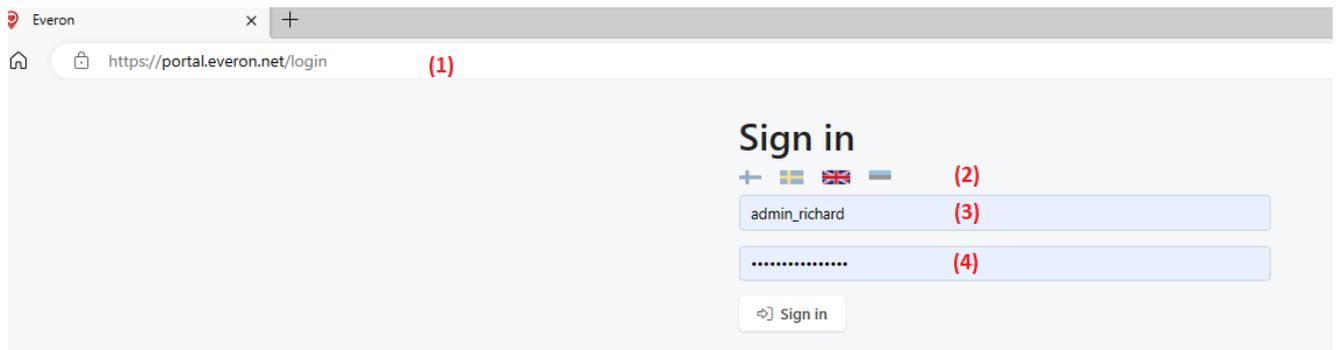
Open a web browser on your computer (we recommend using Google Chrome or Mozilla Firefox)

Type **portal.everon.net** in your browser address field **(1)**

Select your required language by clicking on the icon of the flag representing the language **(2)**

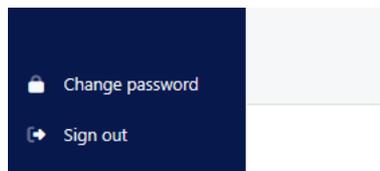Add your username and password **(3)** and **(4)**

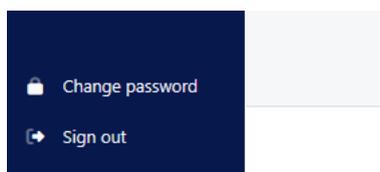Then click on **Sign in** button.

1.2 Logging out

To log out, at the bottom left-hand corner of the page, press the Sign out button.

The system will log you out and redirect you back to the login page.

1.3 Change password

To change your password – click on change password and follow the on-screen instructions.

1.4 Forgotten password

If you have forgotten your password, please contact Everon`s Technical Support helpdesk by calling 01233 557005 or emailing 24hrsupporteveron@everon.net