BARINGS

LOG IN INSTRUCTIONS

BARINGS CLIENT ACCESS PORTAL

*The Barings Client Access Portal can be accessed at **Barings.com** by clicking the Client Portal link in the upper right portion of the window*

STEP 1
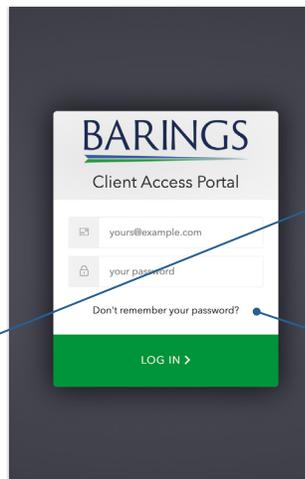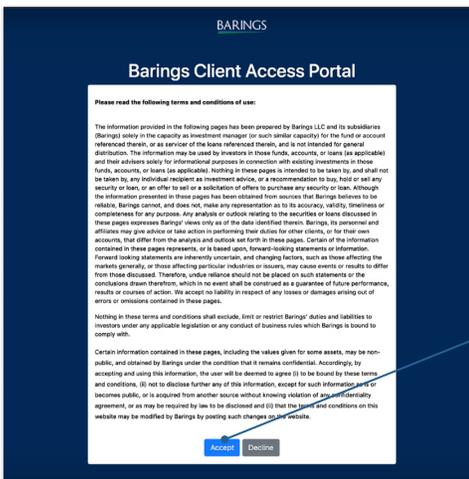
Click **https://cap.barings.com** or copy and paste the url into a web browser.

STEP 2

Click "Accept" to continue.

STEP 3

Your new account has been created. Your username is your email address. On initial log in, your password will need to be set by clicking "Don't remember your password?"
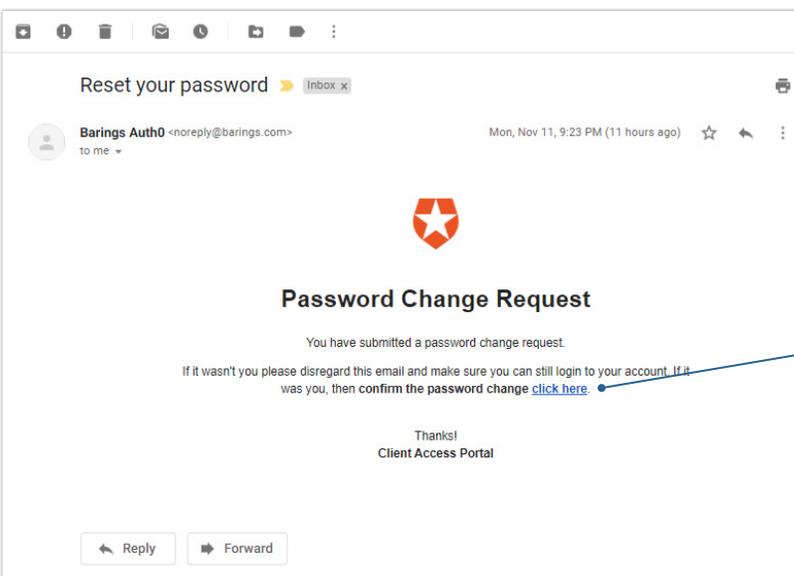
STEP 4

On being presented with the "Reset your password" prompt, enter the email address associated with the Barings Client Access Portal account (email at which this communication was received) and follow the instructions on receipt of email.

STEP 5

Retrieve the "Reset your password" email sent from Auth0 or **noreply@barings.com**. Click "Click here." **Note:** if email does not appear in your inbox, please check your junk or spam folder.
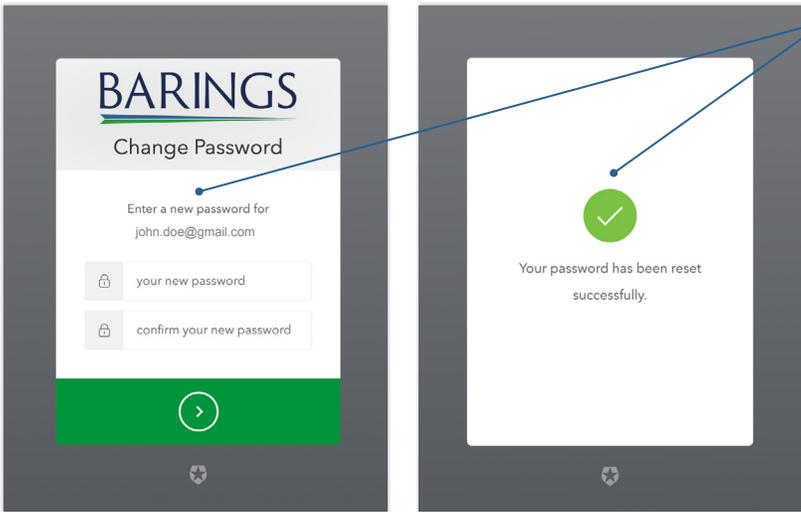
STEP 6

When the "Change Password" dialogue box appears, enter a password that meets the minimum complexity requirements (must contain at least three of the following; lowercase letter, uppercase letter, number, special character) and confirm by typing it again and clicking the green button. On successful reset, a confirmation message will appear.

STEP 7

Return to *https://cap.barings.com* and log in using the newly set password.
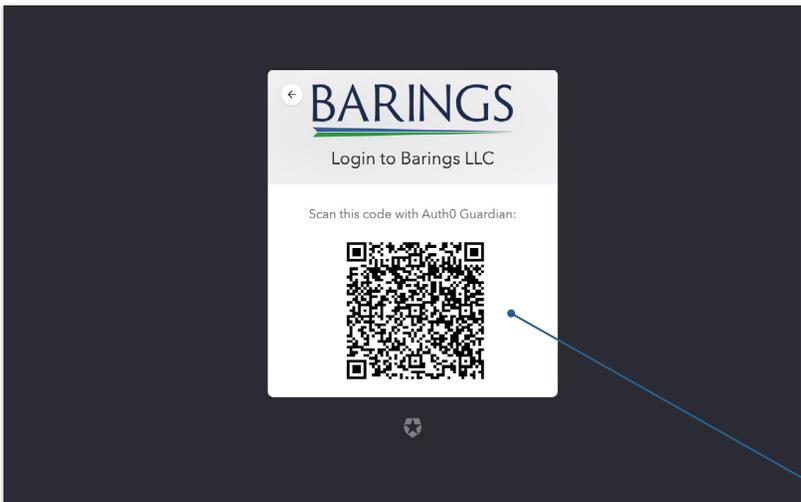
STEP 8

Important: For security purposes, enrollment in the Barings Multifactor Authenticator is also required. While still logged in to the portal, search for and install the "Auth0 Guardian" app from a mobile device.

STEP 9

On successful installation click "Continue" and allow **access to the mobile device camera**.
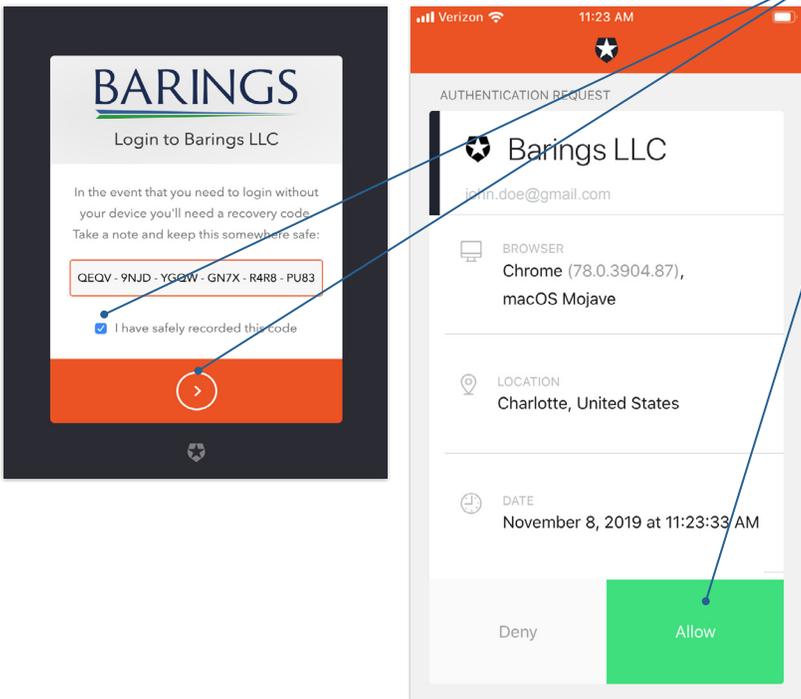
STEP 10

With the mobile device, scan the QR code that will be presented on screen (desktop/laptop) and follow presented instructions. **Be sure to take note of the account code.**

STEP 11

Full access to the new Barings Client Access Portal has now been granted. Use the newly set credentials for subsequent log ins. **Note:** authentication via the app on a mobile device will be required with all subsequent log ins.