



# How to Access Your Client Portal



*For any questions, please reply to this email.*

1

You will receive an email from our firm inviting you to the client portal

2

Click the link to join and create a username and password

3

The client portal will allow you to view invoices, pay+bulk pay invoices, and save your preferred payment information

4

To continue accessing your portal, you can go to [portal.bigtime.net](https://portal.bigtime.net) or click "Login" when you are paying your invoice online



# How to Pay Your Bill Online



*Tip:* The client portal is just like going in to pay your phone or internet bill



*For any questions, please reply to this email.*

1

Open your email that contains your Invoice

2

Click **Pay Invoice**

3

Enter in your payment information and click **Submit Payment**

4

Receive your payment receipt