First Time Login Guide for PaperVision by RMMI:
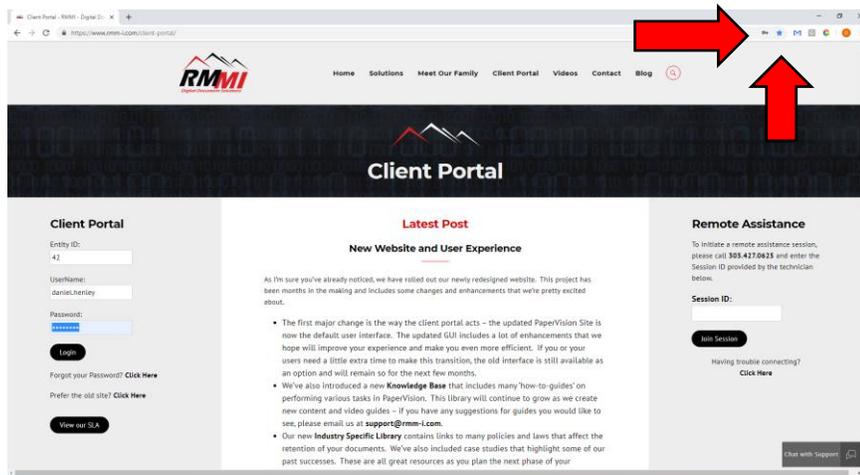
1. Please open a web browser (Google Chrome is Recommended) and go to the following link:

   https://www.rmm-i.com/client-portal/

2. For ease of access please Bookmark this page, this process depends on which browser you are using, but is usually done by hitting the star button in most browsers usually to the right of the address bar.

3. Your login information will be the following values below:
   a. Entity Id: **76**
   b. Username: **< Same Usernme as before>**

4. For security reasons – the first time you log in you will need to use to **Reset your Password** link to set a permanent password – Enter your Entity Id, and Username and then click the password reset link:

5. You will be taken to a new page where the form should already be completed with your Entity ID and Username – click Continue

Request Password Reset

Enter the Entity ID and User Name associated with your account.

Entity ID

75

User Name

RICK

Continue

Return to the Login Page

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6. You will receive an email (shown below) with a link to reset your PaperVision Password:

Your PaperVision Password Reset Request

PP PaperVision Password Reset <PVE-Notifications@rmm-i.com>
To Rick Harper

↩ Reply   ↩ Reply All   → Forward   •••

Fri 2/28/2020 7:57 AM

Dear Rick Harper,

We have received password reset request for your PaperVision user account.

Please click on the following link to change your password:
https://papervision.rmm-i.com/Home/ResetPwd?
entID=76&authKey=0CEF54ABF45E30DA6B3FE9BFC2A8BD4970392D9FFEEEBAEEDFC0446461F7F1EDBC985F7C99F31DFB8B92BCFABC7E4830

The link above is only active for one hour.

If you did not initiate this password reset, please contact your administrator.

7. Follow the link in the email and enter your Username and new password – then click Change

8. You will be taken back to a login screen where you will have to enter your new password one more time to access the system. For all future sessions, you can utilize the RMMI Client Portal for access.

Optional Steps to Install the Document Viewer

Please note: The document viewer is only required in certain scenarios and you may need the help if your IT department to complete the install.

1. Once you are logged in, you will click on the dropdown activated by clicking on what should say your name and entity ID, just to the left of the Help dropdown, and click on/select the "Downloads" button.
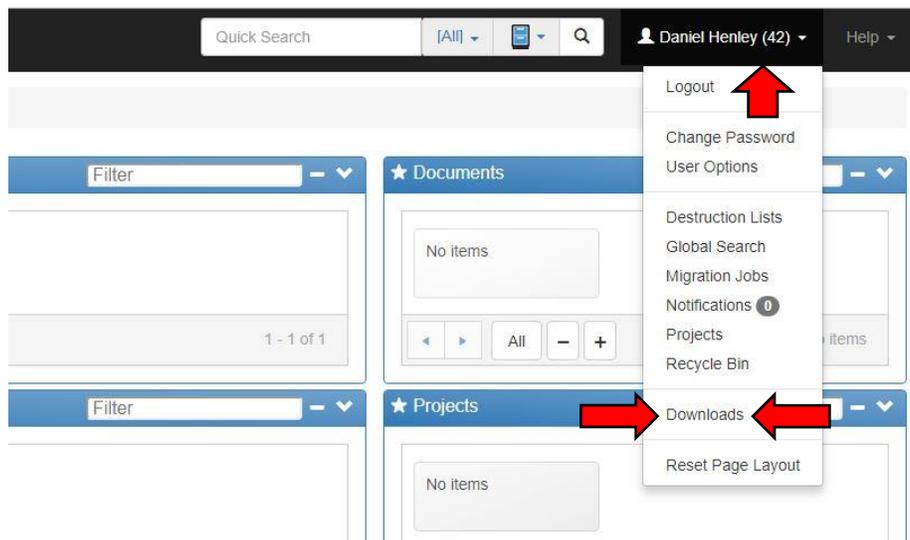
2. Please click on the "Download" button underneath the RMMI – Digital Document Solutions Client as this will need to be installed to give you the best document viewing and user experience.

RMMI - Digital Document Solutions Client

Description: RMMI - Digital Document Solutions Client is a Windows-based application that provides most of the same features found in the web client (browser-based interface) including searching, viewing, printing, as well as advanced administrative capabilities. **The RMMI - Digital Document Solutions Client also includes the RMMI - Digital Document Solutions Assistant (formerly the RMMI - Digital Document Solutions Web Assistant).**

Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.7 Full package (or greater)

**Approximate Size:** 274 MB

Version: 85.3.0.4
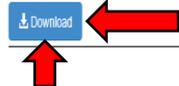
3. The PaperVision Client will need to download, time will vary based on your connection, but should not take too long. Once it is done downloading, please follow the instructions below to install.

4. To begin the installation process, once the PaperVision Client installer is finished downloading, please go to the folder or location it was saved to, in Google Chrome, you can right click on the download in your browser and select the option "Show in Folder" as seen below. By default it should save to your "Downloads" folder in Windows.
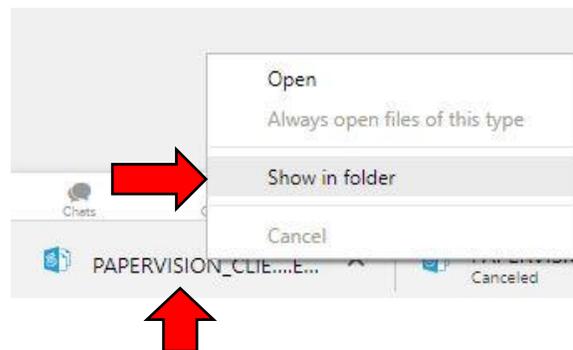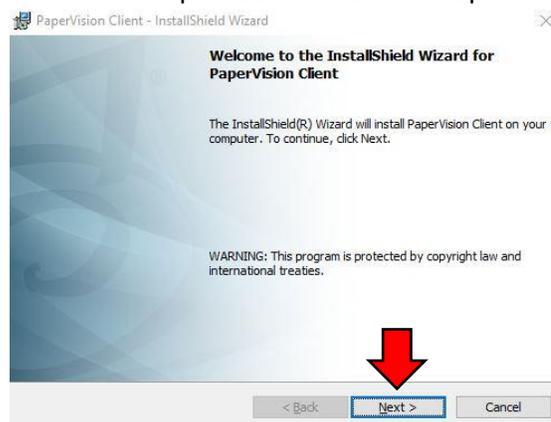
5. Now that you are in the download location, right click on the "PaperVision Client" installer file and click/select the option to "Run as Administrator". (Note: If you are denied access to do this, please contact your tech support to install the Client for you.)
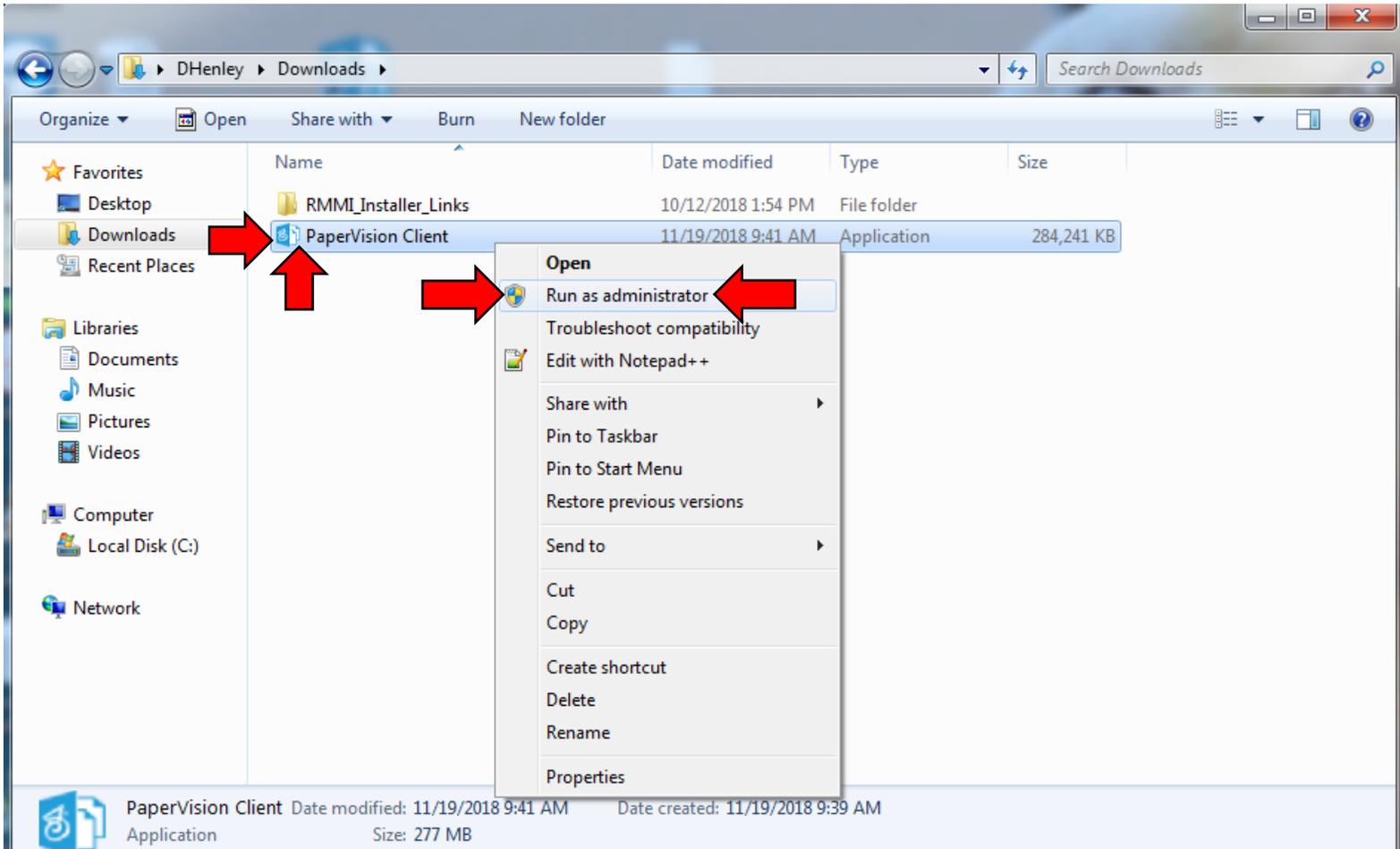
hit the "Next >" button in order to proceed to the next step of the installation.

7. You will now proceed to the "License Agreement" screen, please click the radial button next to "I accept the terms in the license agreement" and hit the "Next >" button at the bottom to proceed to the next step.

8. You are now on the "Ready to Install the Program" screen, simply click/select the "Install" button to begin the installation.
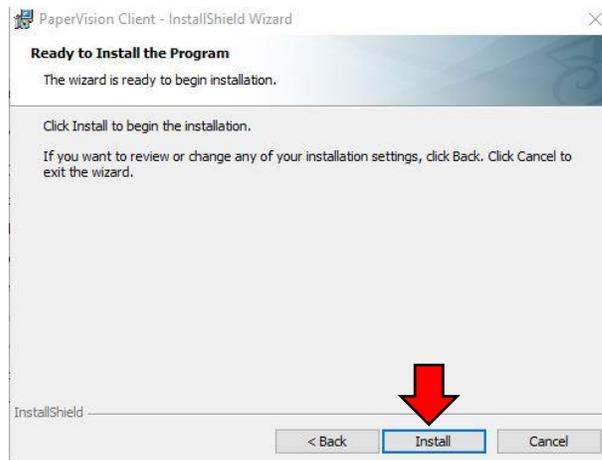
9. Once the installation is complete you will have a screen saying "InstallShield Wizard Completed", simply hit the "Finish" button to complete the installation.
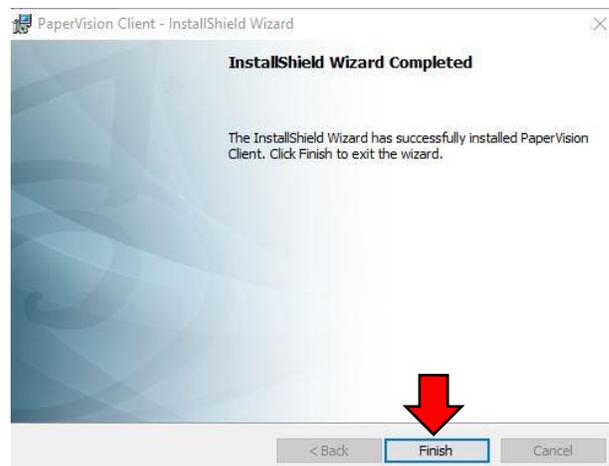
10. The PaperVision Client is now installed, and you are ready to search for and open documents. Please call 303-427-0625, or email support@rmm-i.com if you have any questions, or if we can be of any assistance.