# 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.
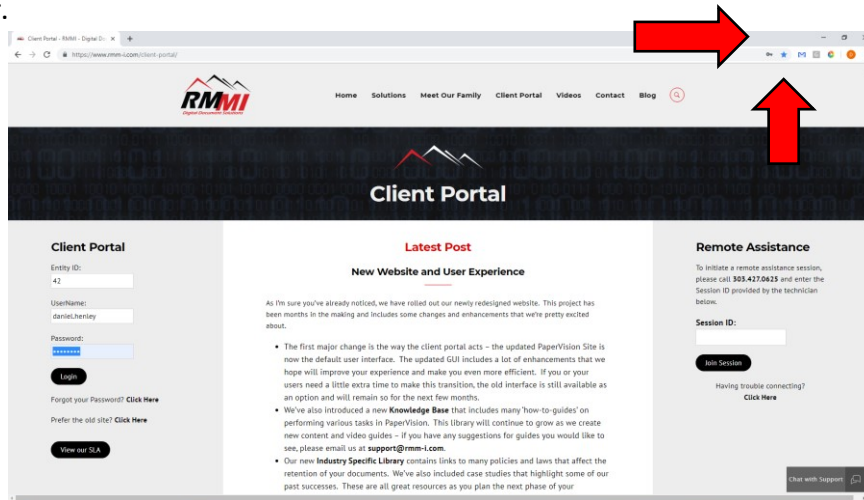


3. For security reasons – the first time you log in you will need to use to **Reset your Password** link to set a permanent password – Enter your Entity Id, and Username and then click the password reset link:

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



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

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

**Change Password**

Please enter your User Name and New Password

**User Name**

👤 RICK

**New Password**

🔒 ••••••••••

**Confirm New Password**
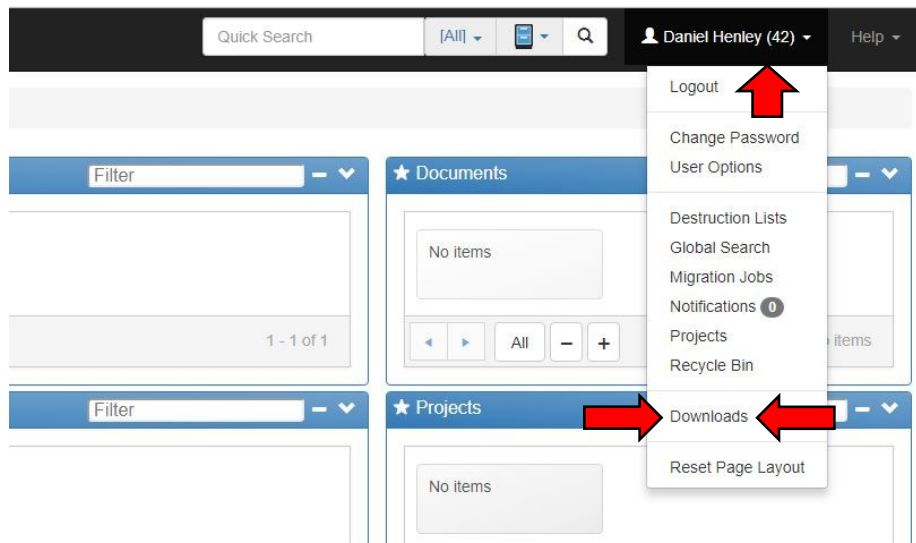
↪ ••••••••••

**Change**

Return to the Login Page

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7. 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.

Quick Search [All] 🔽 📱 🔽 🔍 👤 Daniel Henley (42) 🔽 Help 🔽

Logout

Change Password
User Options

Destruction Lists
Global Search
Migration Jobs
Notifications ⓪
Projects
Recycle Bin

Downloads

Reset Page Layout

Filter
★ Documents
No items
1 - 1 of 1
All — +

Filter
★ Projects
No items

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 8 (or higher); Microsoft .NET Framework 4.7 Full package (or greater)
**Approximate Size:** 615 MB
**Version:** 87.3.0.10



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.
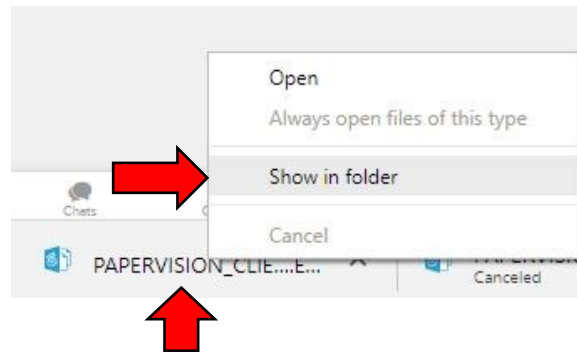
5. Now that you are in the download location, right click on the "PaperVision Client" installer file and click/select the option to "Run as Administrator". (Note: If you are denied access to do this, please contact your tech support to install the Client for you.)
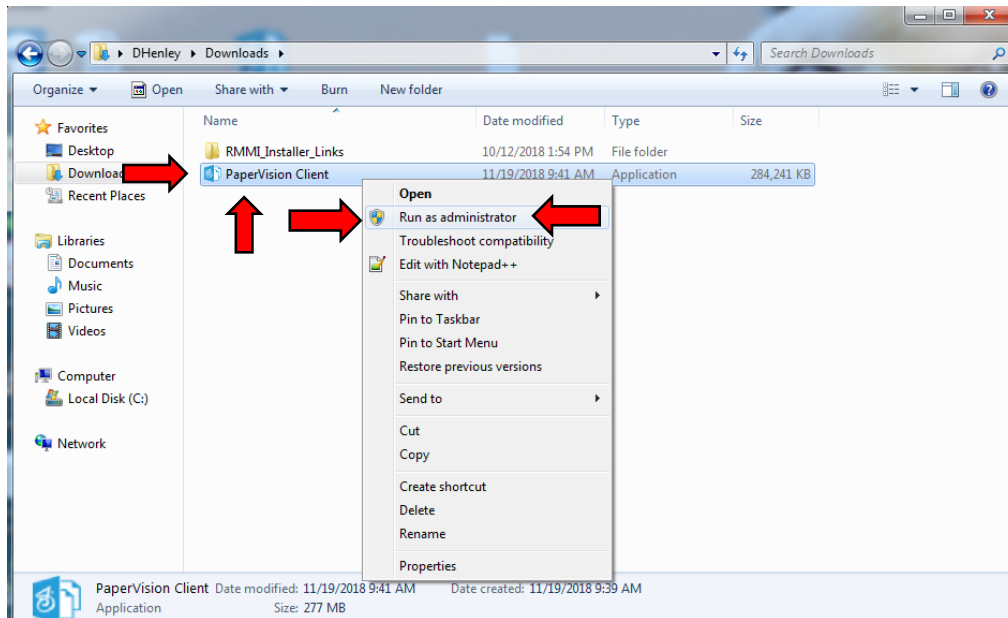


6. If you were able to complete the last step and did not need to contact your technical support team to carry out the installation, the installation process will begin, please hit the "Next >" button in order to proceed to the next step of the installation.
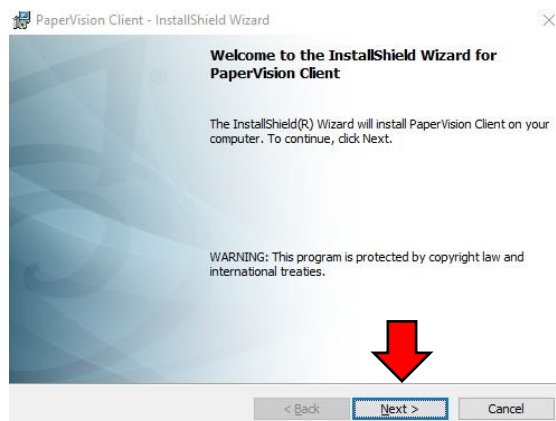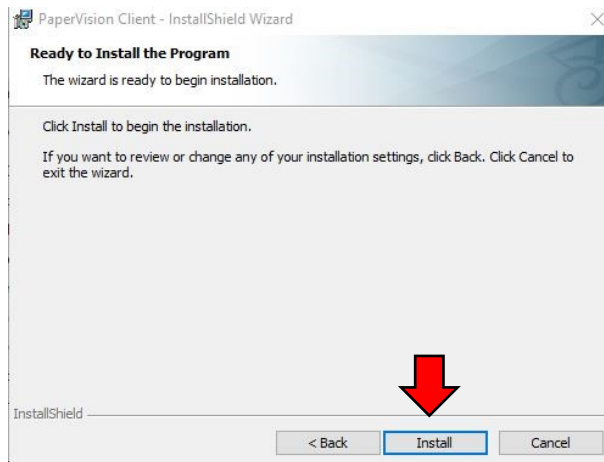
7. You will now proceed to the "License Agreement" screen, please click the radial button next to "I accept the terms in the license agreement" and hit the "Next >" button at the bottom to proceed to the next step.



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.