

Step-by-step plan if you already have an IAMconnected account

IMPORTANT: To switch, you always need a PCS account.

- Go to <u>pcs.portbase.com</u>
- Click on 'PCS-account' to log in with your PCS account.
- Click on the 'Login' button to log on with PCS.
- Click on 'Link your PCS-account to IAMconnected' to start the migration.
- In the 'Switch to IAMconnected' screen, check your details to be migrated. You will then be given 2 options for switching:
 - Option 1: Create an IAMconnected account
 - Option 2: Already have an account?
- Click on 'Already have an account'. Enter your IAMconnected details.
- Click on 'Sign In' to log in.
- Check your details.
- Click on 'Link you PCS-account with IAMconnected' to link your PCS account with your IAMconnected account.
- Click on 'Go to IAMconnected' to proceed to IAM connected.
- Enter your business details.
- Click on 'Update' to save these details.
- Click on 'PCS' in the dashboard to go to the PCS.

From now on, you can log in via: **1. <u>pcs.portbase.com</u> 2. <u>iamconnected.eu</u></u>**