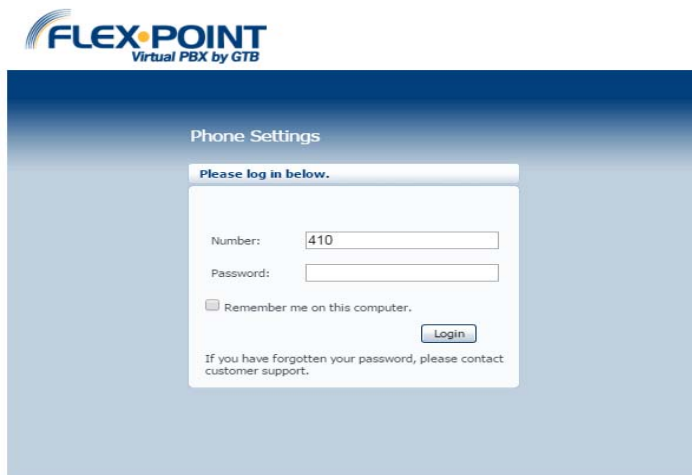




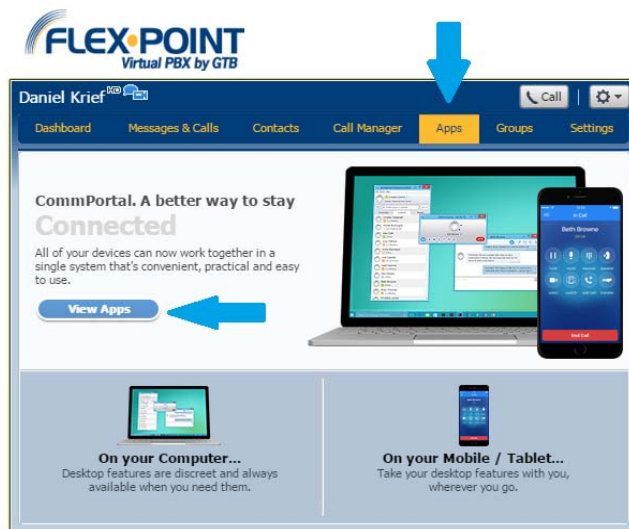
Accession Desktop Communicator Installation Guide

Welcome to GTB's User Guide for the Accession Desktop Communicator app. In this guide, we provide step-by-step instructions on how to install the Accession Communicator app. You will need your GTB CommPortal phone number and password. The installation process takes approximately 10 minutes.

1. Open a browser window and enter point.gtb.net. Your CommPortal log in screen will appear. Log in to your CommPortal Account using your 10-digit desk phone number (with no dashes) and your password. *Note: If you have forgotten your password, contact Customer Care by email at custservice@gtb.net or by phone at 1 (877) CALL-GTB.*



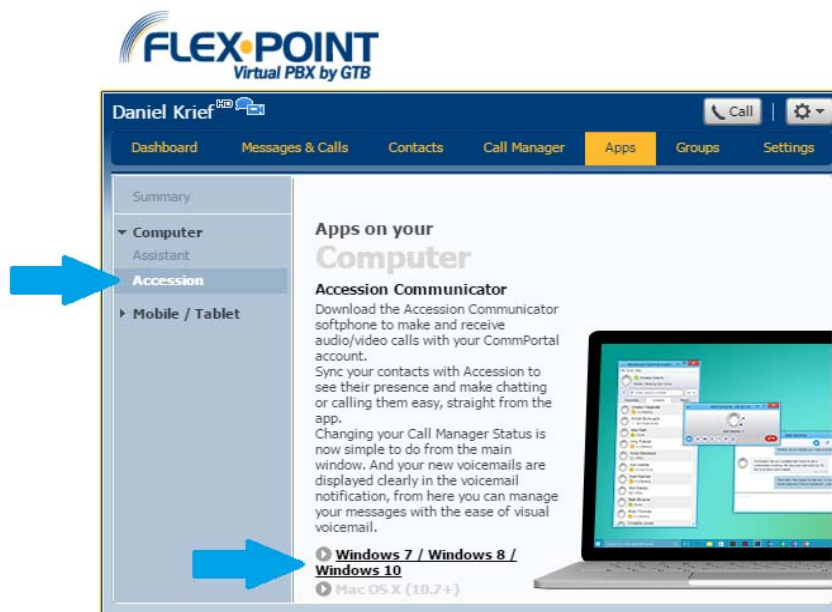
2. Once you are logged in to your account, click on the Apps tab and then click on View Apps.



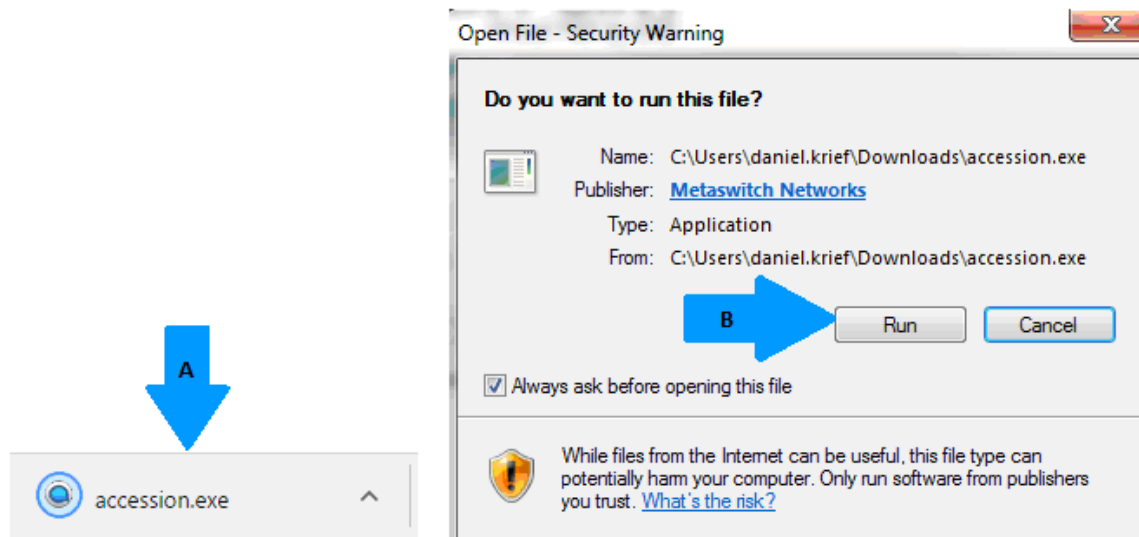


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3. Now select Accession and choose your operating system. The Installation file will begin downloading.



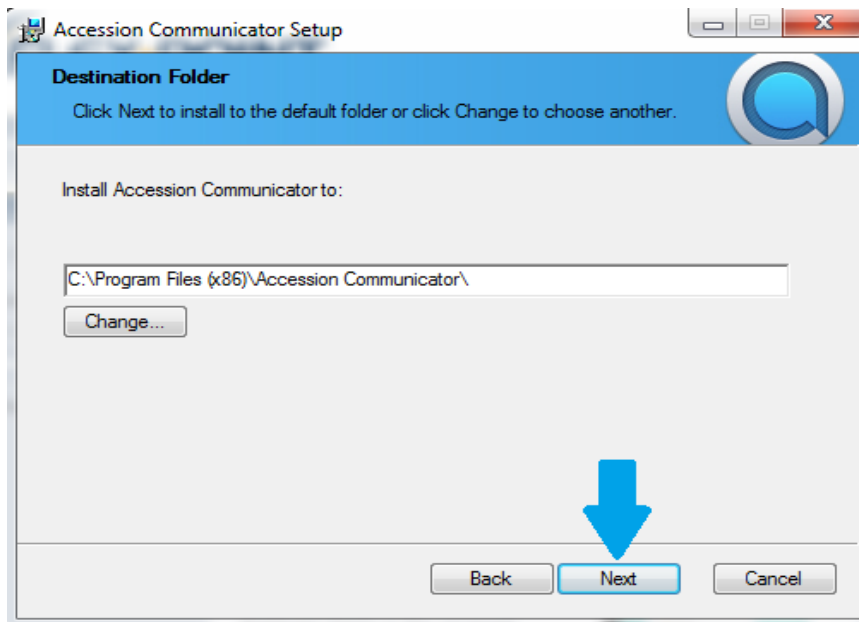
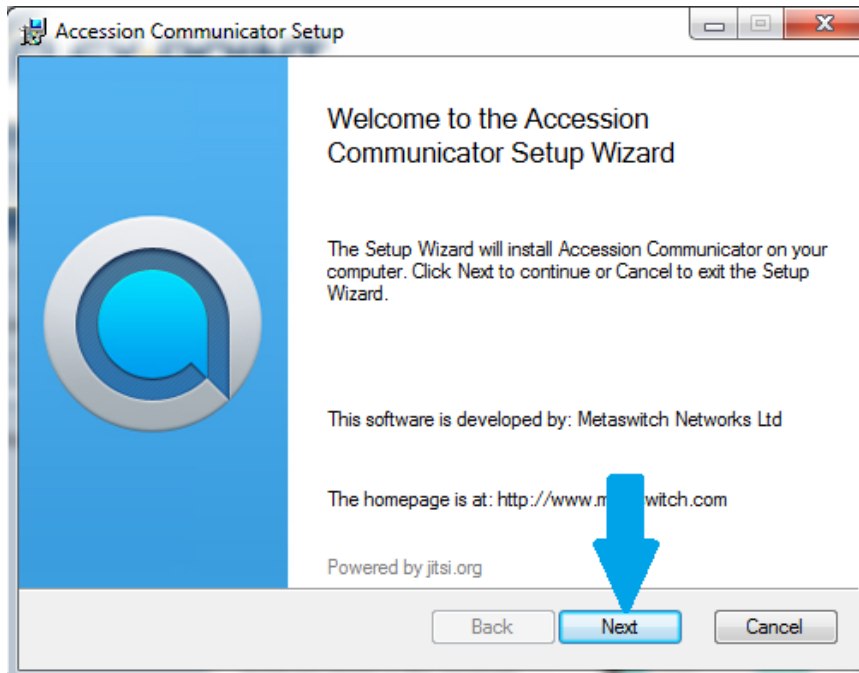
4. Once the file has downloaded, click on the accession.exe file to open it and select Run.





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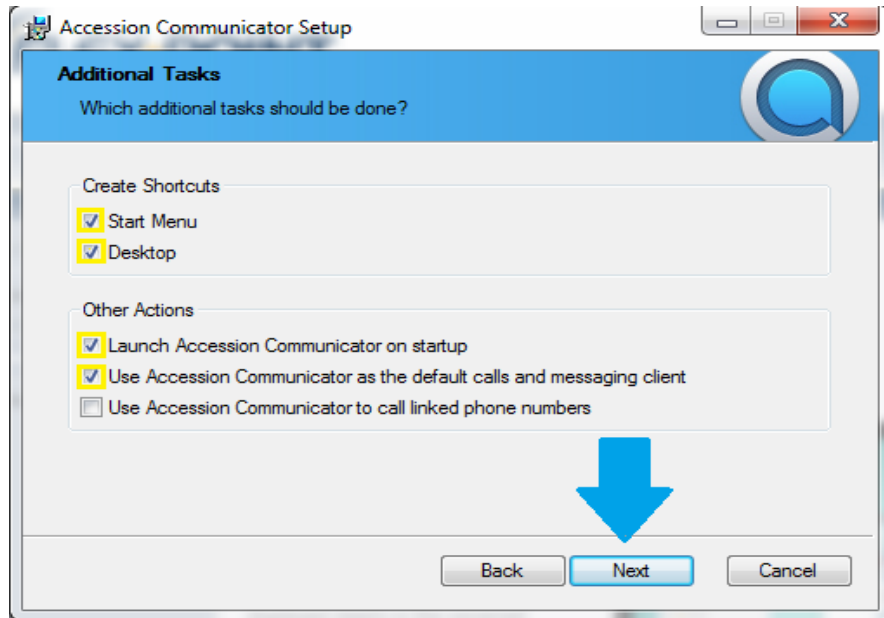
5. The Installer will now come up. Click Next and then Next again.



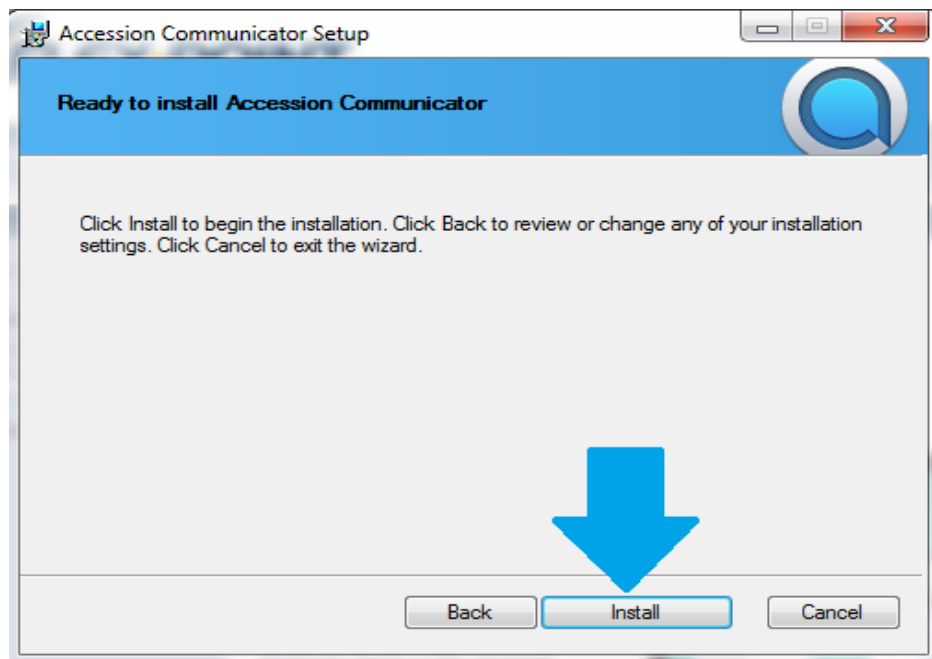


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6. Check all of the boxes on your screen that are also checked and highlighted in the screen shot below and click Next.



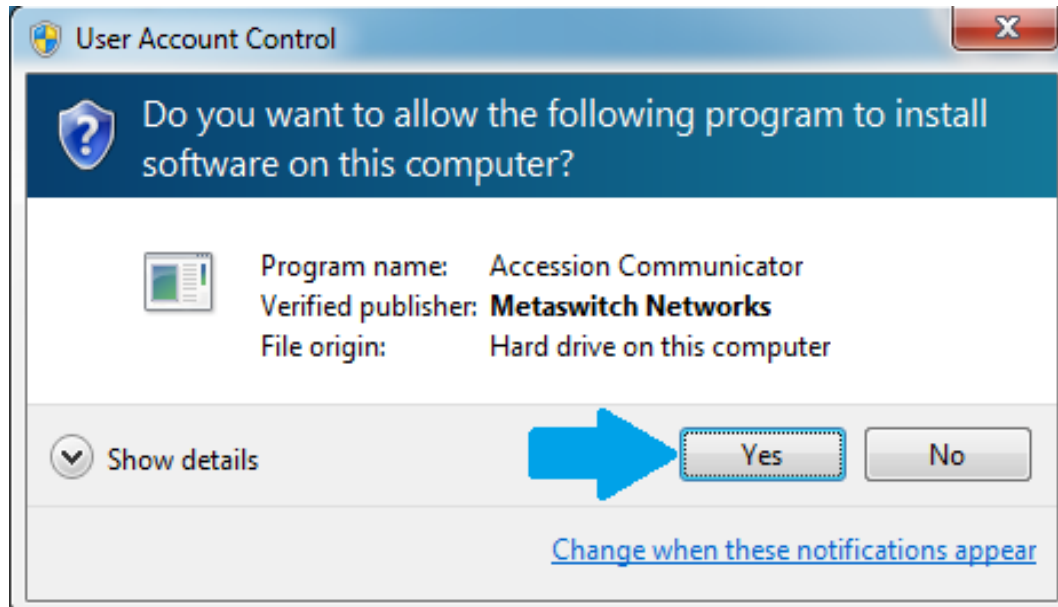
7. Now click Install (the installation process will take approximately one minute).



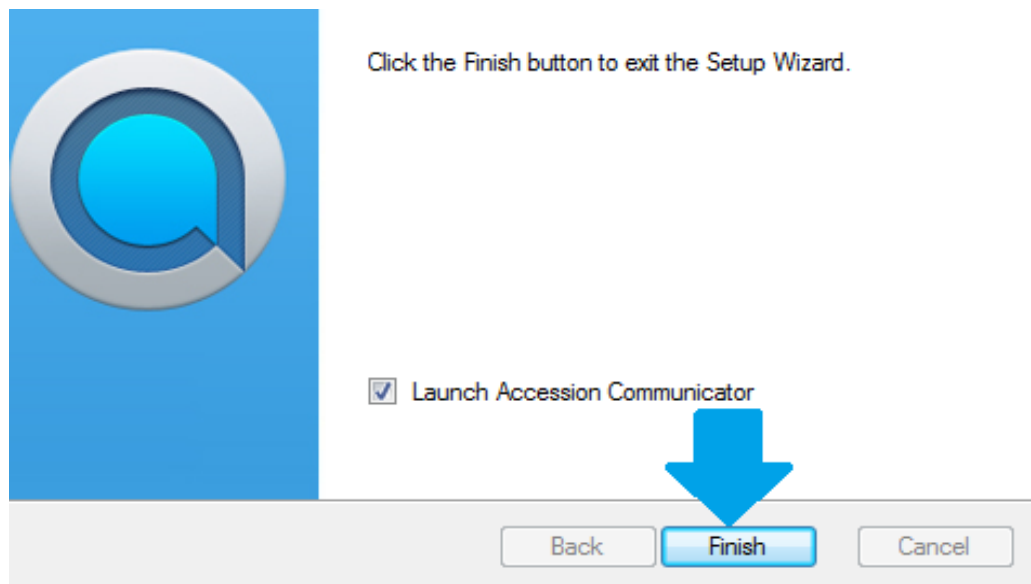


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- When the User Account Control prompt appears, select Yes.



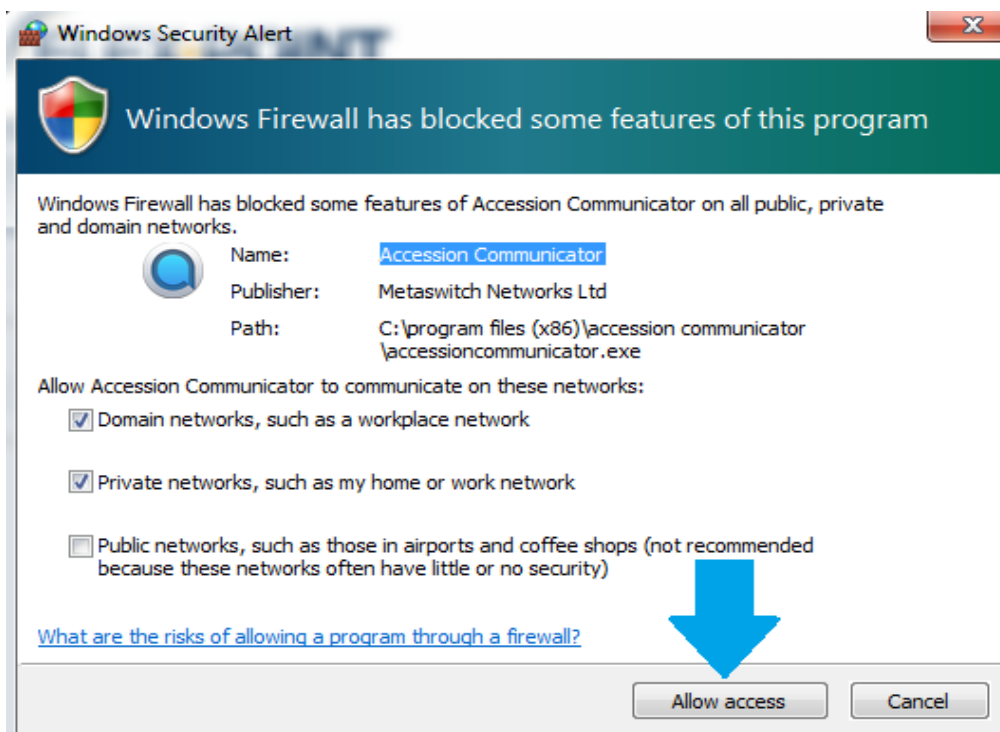
- Once the installation is complete, another window will appear. Select Finish.



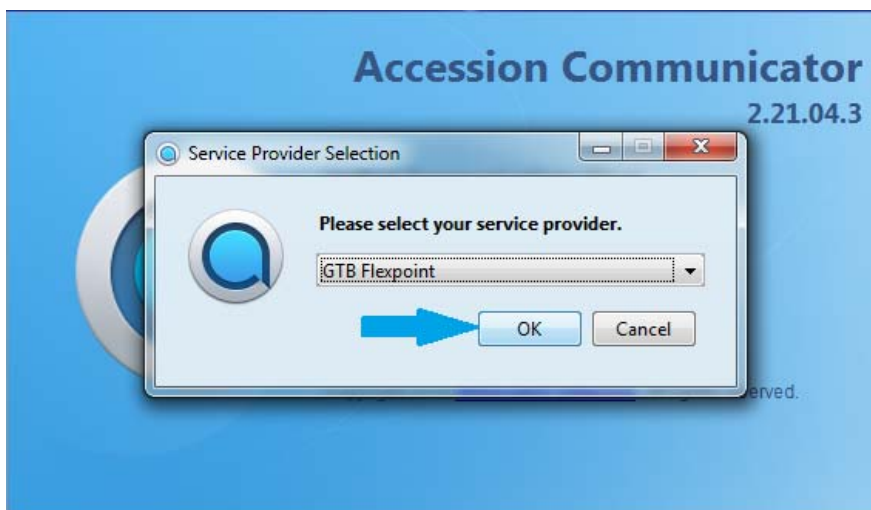


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- Note: The Firewall screen shown below will appear at some point during the installation process depending on your system. When it does, GTB recommends selecting the following Firewall settings illustrated in the screenshot and clicking on Allow Access.



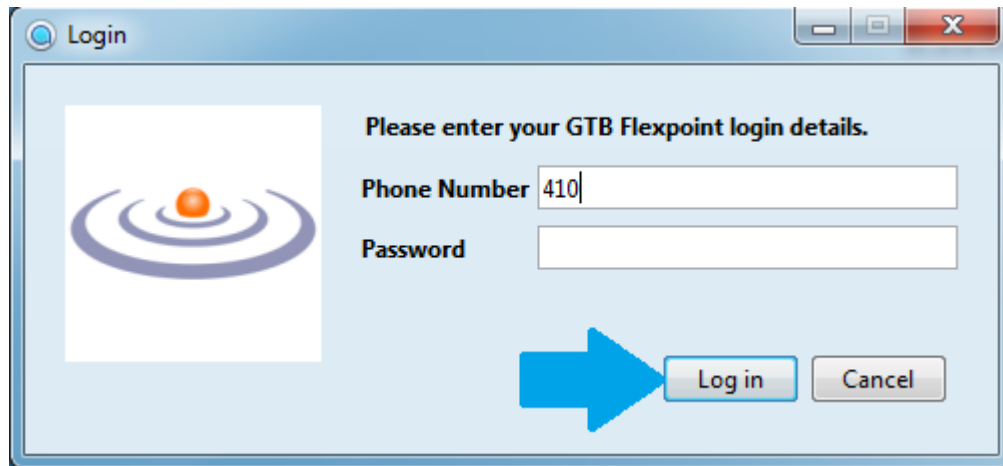
- When the Accession Desktop Communicator opens and requests a service provider, select "GTB Flexpoint" using the drop down box. Then click OK.



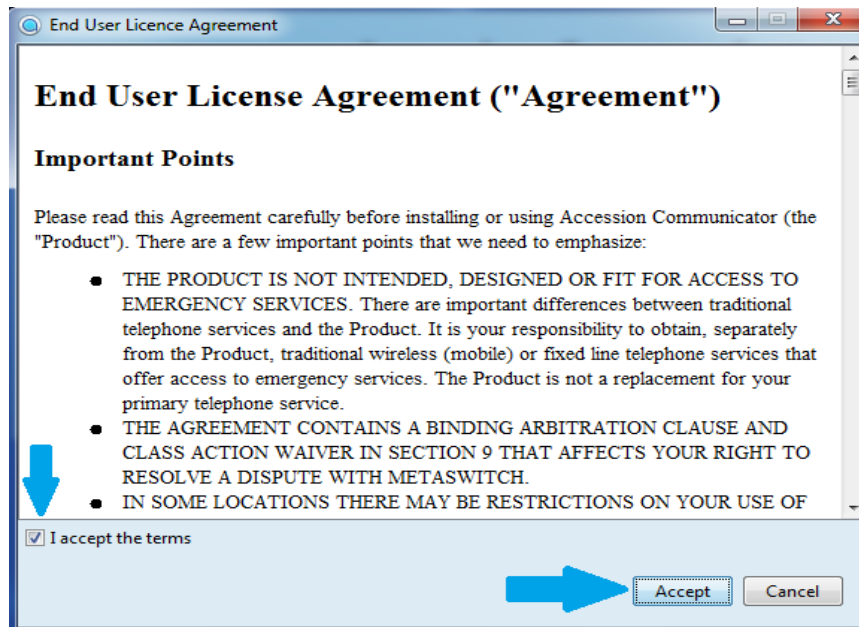


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12. Enter the same 10-digit phone number and password you entered before as if you were logging in to your CommPortal dashboard again and click the Log in button.



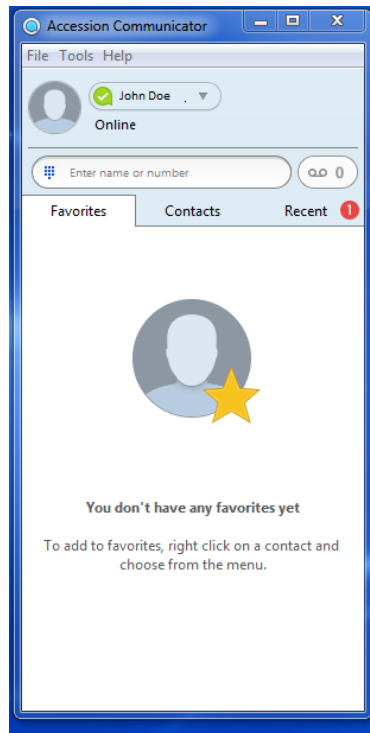
13. The End User Agreement will come up next. Once you are done reviewing the agreement, check the "I accept the terms" checkbox and click Accept.





Accession Desktop Communicator Installation Guide

Congratulations! Your Accession Communicator is now installed and the icon will appear on your desktop for future use.



Still have questions?

Contact the Customer Care team by email at custservice@gtb.net or phone at 1 (877) CALL-GTB.