The purpose of this guide is to familiarize you with the process of accessing Carlile’s Client Service Portal.

**Accessing the Web Portal**

* Users can access the Carlile Client Service Portal (CSP) via the following link: [https://csp.carlile.biz](http://atwork-test.carlile.biz/)



*Figure 1: Welcome Page*

**How to Gain Access to CSP web page**

If you do not have a username and password to csp.carlile.biz web you will first need contact Customer Service to get an Access Code and then fill out the registration form found by clicking the Register link displayed on the Main Menu.



*Figure : Register Link*

* You will soon receive an Access Code from Customer Service you will use to register.
* Complete the **Registration Form**.

A red asterisk (\*) indicates that an entry is required.



*Figure : Register Page*

* The user login can be accessed by clicking **Login** tab in the main menu



*Figure 4: Login Link*

* Using the Login section, type in the **Username** and **Password** supplied to you by Carlile and then click the  button.



*Figure 5: Login Window*

* This will display the **Home screen**



*Figure 6: Login Welcome Page*

**Logout of csp.carlile.biz**

* Click the person drop down icon located on the right hand side of the window.



*Figure 38: Logout*