

## Connecting to SoftPro Lite

If you encounter either of the following two situations, please contact SoftPro Technical Support at [Support@softprolite.com](mailto:Support@softprolite.com)

- You plan on accessing the hosted environment with a system running **Windows XP** or **Windows Vista**; SoftPro will need to install a few components for you.
- **You have difficulty** logging in to the environment using the steps 1-4 below.

### Logging In

1. Go to <https://portal.softprolite.com>

2. Enter the **User name** and **Password** given to you by SoftPro or your Underwriter Representative. Use this format for the **User Name**:

`softpronow\firstname.lastname`

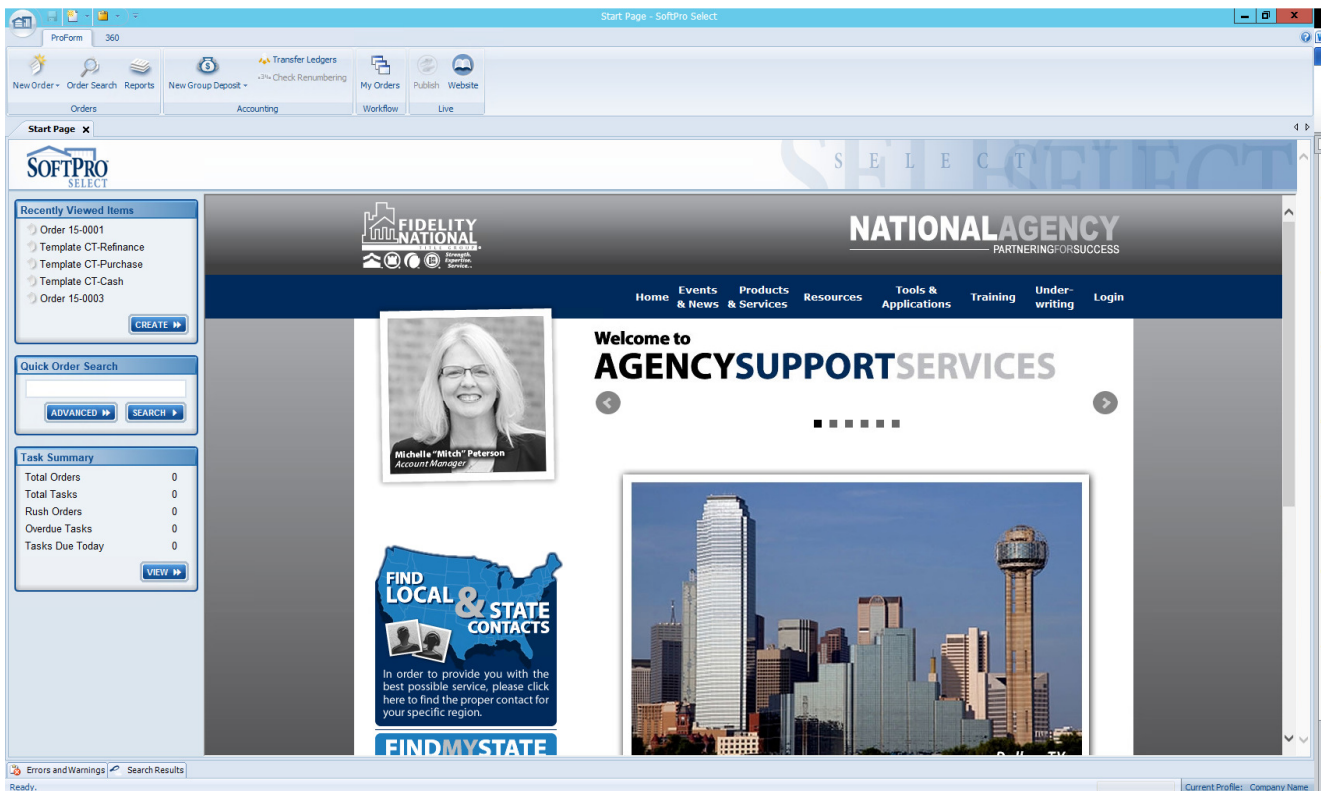
- Please change your password as soon as possible.
- Choose **This is a private computer** if you don't want to enter your user name each time you log in.
- Click **OK**.

3. The **RemoteApp Programs** screen will appear:



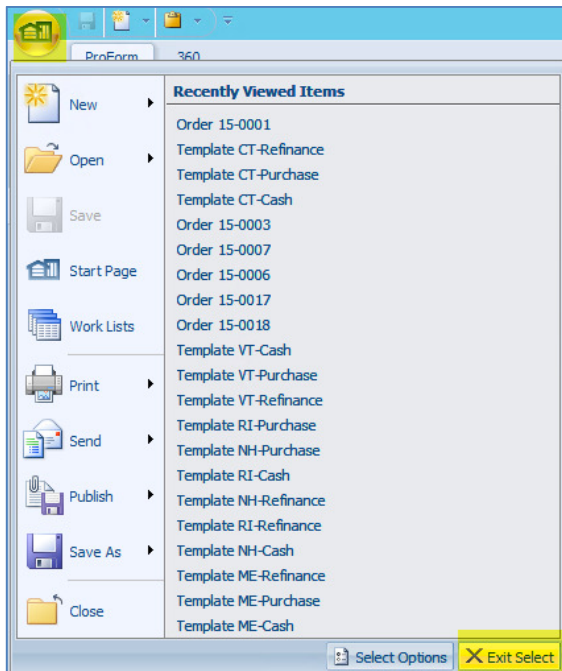
4. **Single-Click** on the SoftPro Select icon.

- **You are now connected** to the hosted environment and SoftPro Lite will open:



## Closing SoftPro Lite and the Hosted Environment

5. To close SoftPro Lite, **double-click the Application button** or click it and select **Exit Select**



6. Click **Sign out** on the Portal website:

