## Log in to the Vaultastic self service portal easily

To login to the Vaultastic application, follow the steps given below.

- Enter the URL https:// (https://histlive.mithi.com/) {Domain-name}.vaultastic.com/ (https://histlive.mithi.com/) in the browser address bar, replacing domain name with your domain. For example, if your primary email domain is acmecorp.com, the Vaultastic URL for your domain will be acmecorp-com.vaultastic.com. In case of doubt, contact your system administrator.
- 2. If 2FA has been enabled (https://docs.mithi.com/home/secure-vaultastic-account-using-2-factor-authentication) for you, the flow is as follows:
  - Enter your Vault ID. Your Vault ID will be the same as the one on the primary domain. For example, if your email id is john.smith@acmecorp.com, then your Vault ID will be john.smith@acmecorp.com.vaultastic.com.
  - An OTP will be sent to your primary email id and/or mobile number registered with Vaultastic. In case you do not receive an OTP on either the email id or mobile, you can click on 'Resend OTP' to generate a new OTP.
  - Enter the OTP and the password
- 3. If 2FA has not been enabled, then the follow is as followsOn the login page, enter your Vault ID and password.
  - On the login page, enter your Vault ID and password.
  - Your Vault ID will be the same as the one on the primary domain. For example, if your email id is john.smith@acmecorp.com, then your Vault ID will be john.smith@acmecorp.com.vaultastic.com.
- 4. If you are logging in for the first time or have forgotten your Vault password, use the forgot pass (https://docs.mithi.com/home/how-to-reset-forgotten-password-of-your-account) link to set a new password.
- 5. For enhanced security, your domain administrator might have enabled a Captcha image on the login page. Enter the characters seen in the image.
- 6. Click on the Login button.
- 7. On successful login, you will be taken to the Vaultastic Application (https://docs.mithi.com/home/how-to-use-theediscovery-view-to-quickly-locate-mail-or-do-a-compliance-check).