

Login to the Vaultastic Application

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

1. Enter the URL [https:// \(https://histlive.mithi.com/\){Domain-name}.vaultastic.com/ \(https://histlive.mithi.com/\)](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 \(https://docs.mithi.com/home/secure-vaultastic-account-using-2-factor-authentication\)](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.
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 - 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 \(https://docs.mithi.com/home/vaultastic-archive-view-reset-forgotten-password\)](https://docs.mithi.com/home/vaultastic-archive-view-reset-forgotten-password) 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 \(https://docs.mithi.com/home/how-to-use-the-ediscovery-view-to-quickly-locate-mail-or-do-a-compliance-check\)](https://docs.mithi.com/home/how-to-use-the-ediscovery-view-to-quickly-locate-mail-or-do-a-compliance-check).
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