

Honeybook is the platform we use to manage all client and event information.
For you, it is a place to:

- View our email conversations
- Review your contract
- Pay your invoices
- See any documents we've exchanged

TO LOGIN
TO YOUR
HONEYBOOK
CLIENT PORTAL



Once you are logged in, you'll be able to view:

- The *Activity* tab, where they can review any emails that have been sent, as well as send us a message
- The *Files* tab, where you can view and act upon any documents or attachments that we've sent you. This is where your invoices, questionnaires, and proposals live. You can click on any of these items to view more information.
- The *Payments* tab, where you can review your payment schedule and make upcoming payments

To view your venue rental agreement/contract, follow these steps:

Login to your Honeybook Client Portal > Click the Files tab > Click on your Project Proposal* > Your proposal will come up beginning with an online of services followed by your payment plan then your venue rental contract.

*The title of your Proposal may vary, but it is typically the first document in the Files tab.