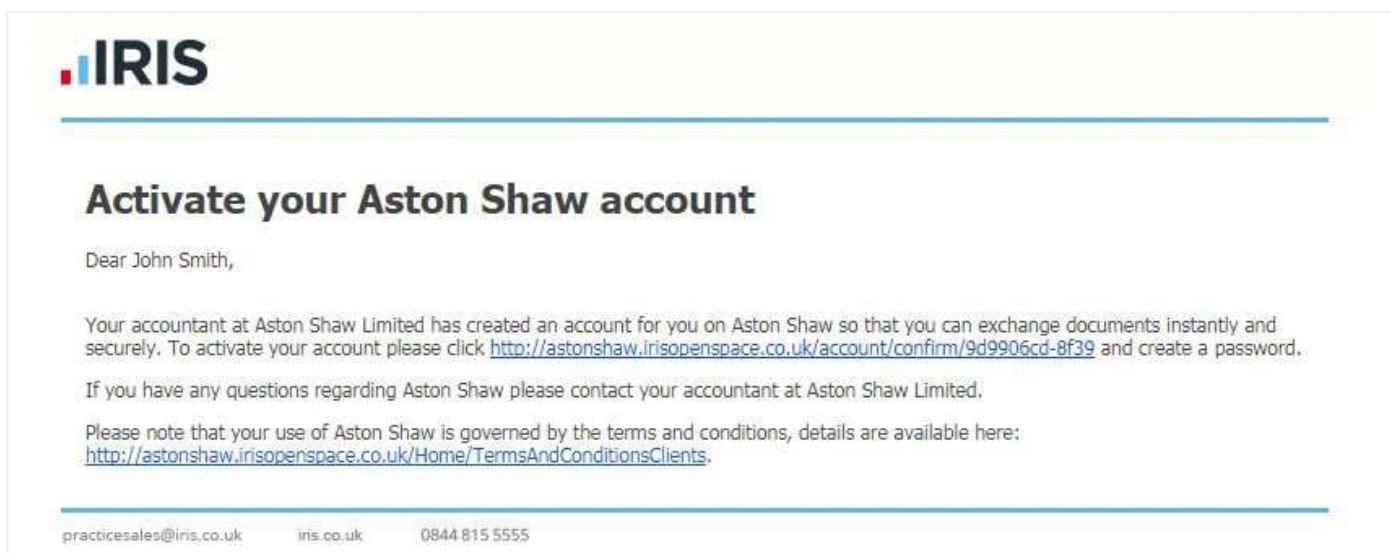


How to:

Start Securely Exchanging Documents with Your Accountant

In this step-by-step guide, we'll show you how you can register for our Client Login and start securely exchanging documents with your Client Manager.

- 1 Tell your Client Manager that you'd like to register. When your Client Manager next sends you a file, they will do so using IRIS OpenSpace.
- 2 Once your Client Manager has sent you their first file using OpenSpace, you will receive an email prompting you to create an account. In order to do this, you'll need to click the link provided. The email you receive should look like this:



- 3 Once you've clicked the link you will be taken to a page asking you to create a password for your account. Please ensure your password is memorable and can't easily be guessed.

The screenshot shows a page titled 'Enter your chosen password' with the Aston Shaw logo in the top left. The main heading is 'Enter your chosen password'. Below this, it says 'Thank you for registering with IRIS OpenSpace, please enter your password below'. There are three input fields for 'Email address' (containing 'john.smith@gmail.com'), 'First Name' (containing 'John'), and 'Last Name' (containing 'Smith'). Below these are two password fields: 'New password' and 'Confirm new password', both with asterisks indicating they are required. At the bottom are two buttons: 'Set Password' and 'Cancel'.

- 4 Now that you've created a password, you should see a page confirming the creation of your account. You can now securely exchange documents with your accountant.

The screenshot shows a page titled 'Confirmation Success' with the Aston Shaw logo in the top left. The main heading is 'Confirmation Success'. Below this, it says 'Thank you, your confirmation succeeded. Please log in by clicking the button below.' At the bottom is a dark blue button with the text 'Login' in white.

Should you encounter any problems during this process, please contact your Client Manager and they will be able to assist you.