

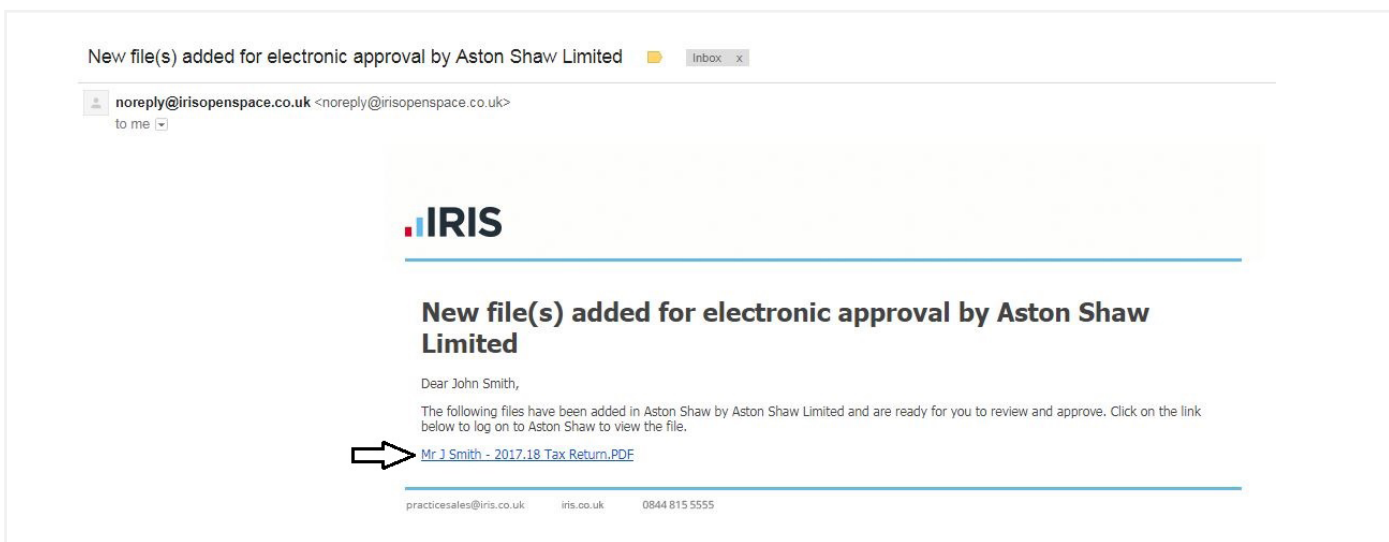
How to:

View and Approve a Document in IRIS OpenSpace

In this simple step-by-step guide we'll show you how you can view and approve documents sent to you by your accountant in IRIS OpenSpace.

IRIS OpenSpace is a great way of securely sharing documents with your accountant. If you aren't already using OpenSpace, please see our [guide to setting up an account](#) before reading any further.

- 1 If your accountant tells you that they have shared a document with you ready for your approval, then you should receive an email from IRIS OpenSpace notifying you of this. The email should look like the one pictured below. All you need to do now is click the link indicated by the arrow.



- 2 Once you've clicked the link, you will be taken to the login page and prompted to input your username and password. If you have forgotten or lost your login credentials, please click 'Forgot your password?' and follow the steps. Otherwise, simply type in your details and click 'Login'. Upon logging in, you should be presented with the following:



- 3 Now you'll need to click 'Files From Aston Shaw Limited'. Once you've opened the folder, you should see your file contained within. To download and view your file, simply click on it. To approve your file, click the 'Approve' button, as indicated by the arrow in the image below.

