

IRIS OpenSpace – How to activate your account

1. You will receive an email like below. Open the email and click the link to activate your account.



Activate your Mitchells Grievson Chartered Accountants account

Dear Mitchells Grievson,

Your accountant at Mitchells Grievson Ltd has created an account for you on Mitchells Grievson Chartered Accountants so that you can exchange documents instantly and securely. To activate your account please click <http://mitchellsonline.irisopenspace.co.uk/account/confirm/1c4963ca-deb4> and create a password.

If you have any questions regarding Mitchells Grievson Chartered Accountants please contact your accountant at Mitchells Grievson Ltd.

Please note that your use of Mitchells Grievson Chartered Accountants is governed by the terms and conditions, details are available here: <http://mitchellsonline.irisopenspace.co.uk/Home/TermsAndConditionsClients>.

2. Insert a strong password and ensure all requirements are ticked. Then click 'Set Password'



Enter your chosen password

Thank you for registering with IRIS OpenSpace, please enter your password below

| | |
|---------------|--|
| Email address | <input type="text" value="mgchartered@gmail.com"/> |
| First Name | <input type="text" value="Mitchells"/> |
| Last Name | <input type="text" value="Grievson"/> |

| | | |
|----------------------|---|---------------------------------------|
| New password | <input type="password" value="*****"/> | * |
| Confirm new password | <input type="password" value="*****"/> | * |
| | <input type="button" value="Set Password"/> | <input type="button" value="Cancel"/> |

- Strong
- ✓ 8 or more characters
 - ✓ Contains lowercase
 - ✓ Contains uppercase
 - ✓ Contains special characters
 - ✓ Contains numbers

3. The below confirmation page will open. Click login



Log out

Confirmation Success

Thank you, your confirmation succeeded.
Please log in by clicking the button below.

Login

4. Enter email address and password and click 'Login'

The login form contains the following fields and elements:

- mg mitchells grievson Chartered Accountants logo
- Email address: mgchartered@gmail.com
- Password: [Redacted]
- Remember me?
- Forgot your password?
- Login button

5. Once logged in, agree terms and conditions and your account is now activated. You can now see any document in your account.

The dashboard shows a table of files with the following data:

| Client Name | Filename / Folder | Date Uploaded | Size | Owner |
|-------------------------|---|---------------------|------|------------|
| Mitchells Grievson (MG) | MG Personal tax computation-2019-20.pdf Personal Tax | 07/01/2021 12:01:56 | 7 KB | Phil Hamby |

Additional dashboard elements include: Dashboard, Your Files, Upload File, Refresh button, Unread Files Received (1), All Files, Approvals (Awaiting Approval: 1), Invoices (Unpaid: 0), and E-CHECKLIST (e-Checklists: 0).

6. You can now view and approve documents.