

# GrahamPaul | Openspace

Chartered Accountants

## **Client Guide**

Version 1.1a

## Table of Contents

Introduction.....	3
First Steps .....	4
Activating your account.....	4
Logging in.....	5
Forgotten Password .....	5
Notifications .....	6
Navigation .....	6
Changing your user details .....	7
To change your email address .....	7
To change your password.....	7
Where to find help .....	8

## Introduction

**You have had an account created on the Graham Paul OpenSpace Portal so that we can exchange documents instantly and securely.**

With Graham Paul's OpenSpace Portal you can access your files from any location - just fire up an internet browser and login.

Improve business resilience; protect your company from disaster or weather-related disruption, all your files are stored securely off site so you can get access to them quickly and effectively.

This guide is to help you get started with using Graham Paul's OpenSpace Portal . If you require any further help please contact:

**Mark Loughran**

Tel: **01656 679800**

e-mail: **[m.loughran@grahampaul.com](mailto:m.loughran@grahampaul.com)**

## First Steps

### Activating your account

We have sent you an email (pictured below) asking you to activate your account and allowing you to create your own password. The email will either be from us or [noreply@irisopenspace.co.uk](mailto:noreply@irisopenspace.co.uk)



### Activate your Graham Paul account

Dear TEST CLIENT,

Your accountant at Graham Paul Limited has created an account for you on Graham Paul so that you can exchange documents instantly and securely. To activate your account please click <http://grahampaul.irisopenspace.co.uk/account/confirm/649ba2bc-3b8d> and create a password.

If you have any questions regarding Graham Paul please contact your accountant at Graham Paul Limited.

Please note that your use of Graham Paul is governed by the terms and conditions, details are available here: <http://grahampaul.irisopenspace.co.uk/Home/TermsAndConditionsClients>.

practicesales@iris.co.uk   iris.co.uk   0844 815 5555

Click on the link in the email, check the details and create a password. You will need to confirm the password. Once this is complete please click **Set Password**. You can change this password at any time. Your password is encrypted and securely stored on the IRIS OpenSpace website, no one has access to this password other than yourself.



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### Enter your chosen password

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

Email address	<input type="text" value="yourchosenemail"/>
First Name	<input type="text" value="TEST"/>
Last Name	<input type="text" value="CLIENT"/>
New password	<input type="password" value=""/>
Confirm new password	<input type="password" value=""/>
<input type="button" value="Set Password"/> <input type="button" value="Cancel"/>	

Your password must contain at least one letter and one number

You will see a confirmation screen once the password has been set.



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### Confirmation Success

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

## Logging in

Once you have created your account you can log in from any computer with a web browser. Just visit [www.grahampaul.com](http://www.grahampaul.com), and select **Client Area** from the menu bar and then **OpenSpace**. The following screen appears for you to enter your email address and password.

### OpenSpace login



Once you log in for the first time you will be prompted to agree to the terms and conditions.

**Tip:** Add <http://www.grahampaul.com/> to your home page tabs under internet options or bookmark the page to enable easy location of the login screen.

## Forgotten Password

If you have forgotten your password please click the link **forgot your password** or visit <https://www.irisopenspace.co.uk/Account/PasswordReset> where you will be asked to enter the email address used when the account was created.

You will then receive an email with a unique link where you can create a new password.

Your password must contain at least one letter and one number

## Notifications

When we upload a file to your OpenSpace portal you will receive an email from [noreply@irisopenspace.co.uk](mailto:noreply@irisopenspace.co.uk) (pictured below)



### New file(s) added by Graham Paul Limited

Dear TEST CLIENT,

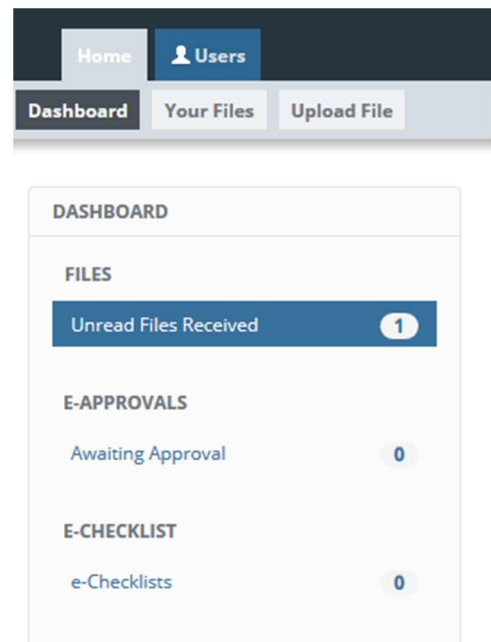
The following files have been added or changed in Graham Paul by Graham Paul Limited. Click on the link below to log on to Graham Paul to view the file.

[test.jpg](#)

You can access the file in a number of ways.

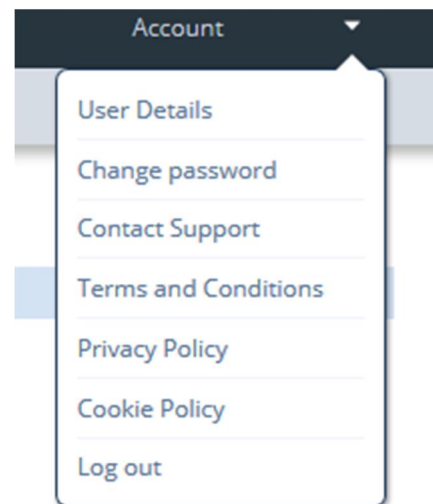
1. Click the link contained within the email
2. Visit the website and enter your log in details

## Navigation



## Changing your user details

You can change your email address, password at any time. These options are available at the top of each page. Click the word **account** or the arrow at the top of the screen to access the menu.



### To change your email address

Click on **User Details** item from the menu

Enter your new email address and click **update**.

If you choose to change your e-mail address, you will be logged out and will have to log in using the new address you enter here.

### To change your password

Click on the **Change password** item from the menu

Enter your current password, new password and confirm the password then click **update**.

Your password must contain at least one letter and one number

#### CHANGE PASSWORD

Use the form below to change your password.

Current password  \*

New password  \*

Confirm new password  \*

Change

Cancel

## Where to find help

If you have any questions or need help please contact:

**Mark Loughran**

Tel: **01656 679800**

e-mail: **[m.loughran@grahampaul.com](mailto:m.loughran@grahampaul.com)**

Please note that your use of IRIS OpenSpace is governed by the terms and conditions, details are available here: <https://www.irisopenspace.co.uk/Home/TermsAndConditions>

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