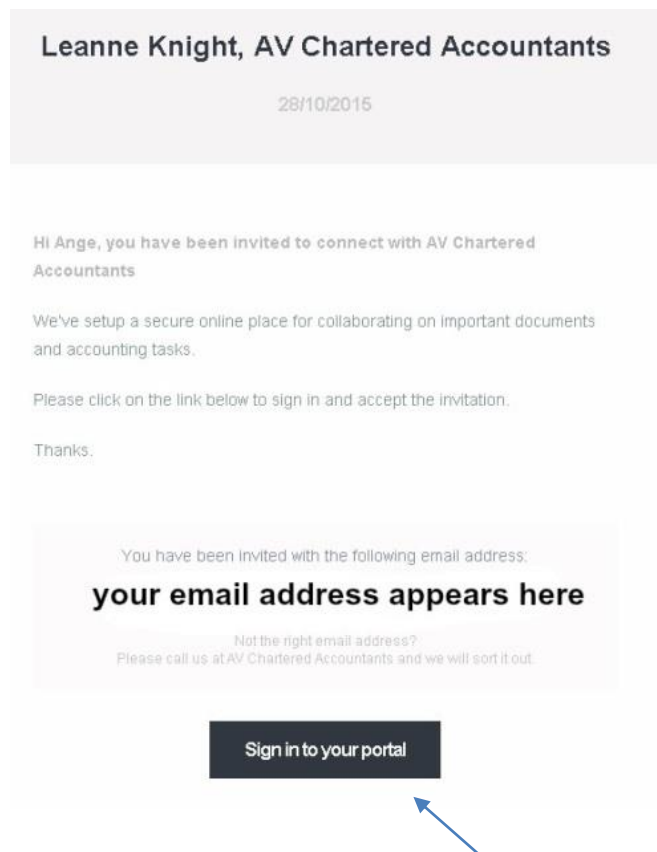


## What to do with my invitation to connect with my accountant?

You will receive an email from us inviting you to connect with us in a secure online space, so that you can collaborate on important documents and accounting tasks.

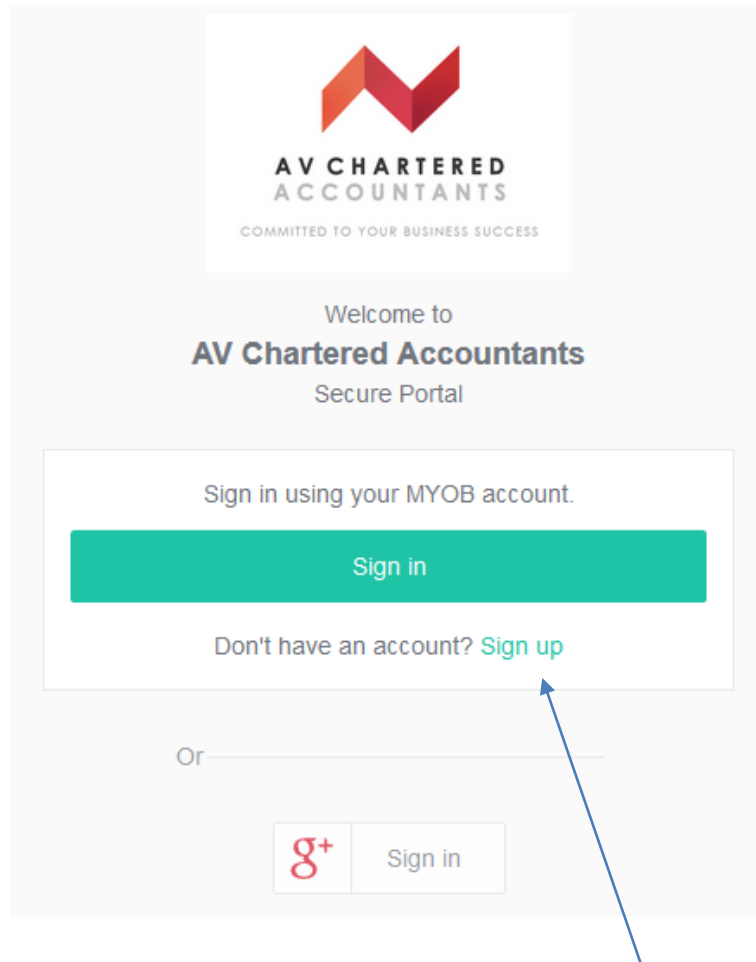
The email will look like this:



Once you receive the email simply click the **Sign in to your portal** button to accept the invitation.

You will then be directed to a web page where you will be able to log into the AV Portal.

An example login screen is shown here:



If this is your first time in using the AV Portal please click the **Sign up** button. Then enter a unique **Username** and **Password** and press Enter.

If you are returning to the AV Portal after your log on has been created, then:

If you have a Google Plus account you can log into the AV Portal via your Google account or For everyone else click on the **green Sign in** bar and enter your **Username** and **Password**.

You now should have access to the AV Portal where you'll be able to view documents and approve them electronically. We will receive confirmation of the documents approved electronically.

You will even be able upload sensitive documents to us, allocate us tasks and make enquiries all in an easy, secure environment. It is state of the art collaboration. If you ever need to go back and check something, you'll be able to view your unique document history.

To navigate your way back to the AV Portal, simply go to our website:

<http://avcharteredaccountants.com.au>

Click on the AV Portal tab in the top navigation bar and sign in with your email address and password. It's that simple.

We look forward to collaborating with you via the AV Portal and if you have any questions please contact our office.