



Client Guide

Introduction

With IRIS OpenSpace files can be accessed from any location. An account is created on IRIS OpenSpace so that documents can be exchanged instantly and securely; just fire up an internet browser and login.

Storing files remotely improves business resilience; protect your company from disaster or weather-related disruption. All the files are stored securely off site so access to them quickly and effective.

Step 1 - Activating your account

An email will be sent to you, see below, asking you to activate your account and set your own password.

1. Click the first link.



Activate your IRIS OpenSpace account

Dear Test Data,

Your accountant at IRIS Software SME has created an account for you on IRIS OpenSpace so that you can exchange documents instantly and securely. To activate your account please click <http://dbloxham.irisopenspace.co.uk/account/confirm/ba2a790e-a9d6> and create a password.

If you have any questions regarding IRIS OpenSpace please contact your accountant at IRIS Software SME.

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

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

2. Check the details in the first three fields and create a password. Enter the password twice to confirm.
 3. Click **Set Password**. The password can be changed at any time.
- The password is encrypted and securely stored on the IRIS OpenSpace website.



Enter your chosen password

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

Email address	<input type="text" value="com@outlook.com"/>
First Name	<input type="text" value="Test"/>
Last Name	<input type="text" value="Data"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>
	<input type="button" value="Set Password"/> <input type="button" value="Cancel"/>



- The password must contain at least one letter and one number.

A confirmation screen displays once the password has been set.



Logging in

Once the account has been created, it can be accessed from any computer with a web browser. Just visit www.irisopenspace.co.uk , enter the email address and password:

- On the first log in, a screen displays prompting you to agree to the terms and conditions.

Forgotten Password

If you have forgotten your **password** 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.

- The password must contain at least one letter and one number.

Notifications

When a file is sent to IRIS OpenSpace an email will be sent. The email will display the name of the file sent to OpenSpace.

You can access the file by clicking the link in the email.



New file(s) added by IRIS Software SME

Dear Test Data,

The following files have been added or changed in IRIS OpenSpace by IRIS Software SME. Click on the link below to log on to IRIS OpenSpace to view the file.

[Notes.jpg](#)

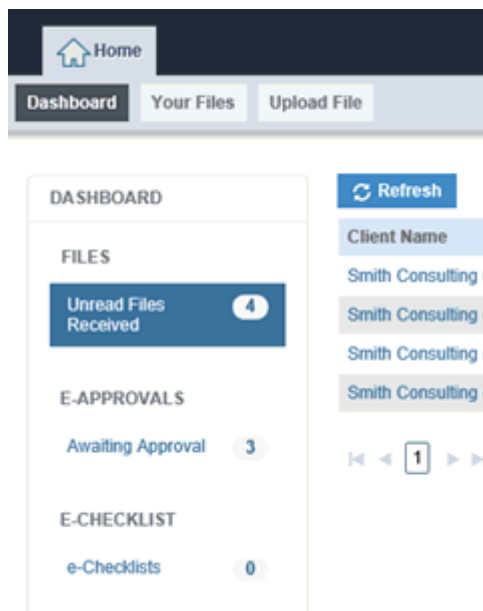
practicesales@iris.co.uk

iris.co.uk

0844 815 5555

or

visit the website and enter your log in details:



Changing your user details

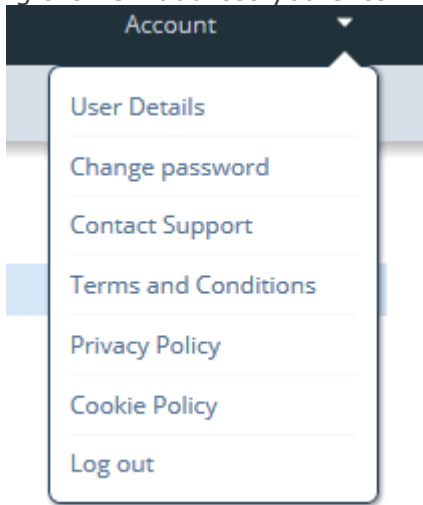
You can change your email address, password at any time. These options are available at the top of each page. Click the word **account** or the arrow at the top of the screen to access the menu.

To change your email address:



1. From the menu, click **User Details**.
2. 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:

1. From the menu, click **Change password**.
 2. Enter your current password, then the new password and confirm the new password and click **Change**.
- The 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 *

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