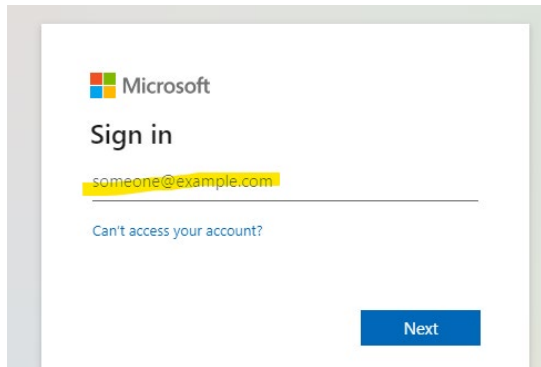


Setting up your Client Portal Access

1. Follow the link in the email sent to you.
2. On the login screen, enter the email address that you received the invite from, then click Next



3. The next steps will depend on the type of email address you have.
 - a. If you have a Microsoft account, enter the password you normally use to log into your account into the password field. This includes @outlook.com, @hotmail.com, @msn.com, @live.com
 - b. If you don't have a Microsoft account (e.g. Gmail, private domain, etc.), you will be sent a one-time account verification code to your email each time you log in. This code will change every 30 minutes so please use the code in your email and not the one in the image below.

Scanlon Richardson Accounting PTY LTD

Account verification code

To access Scanlon Richardson Accounting PTY LTD's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

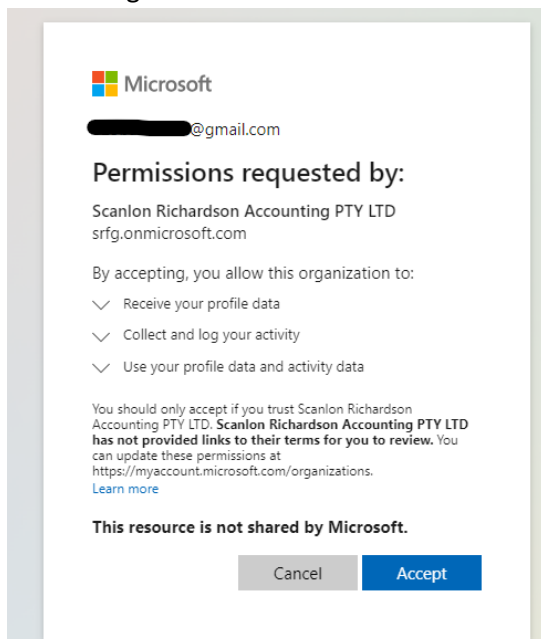
83048959

If you didn't request a code, you can ignore this email.

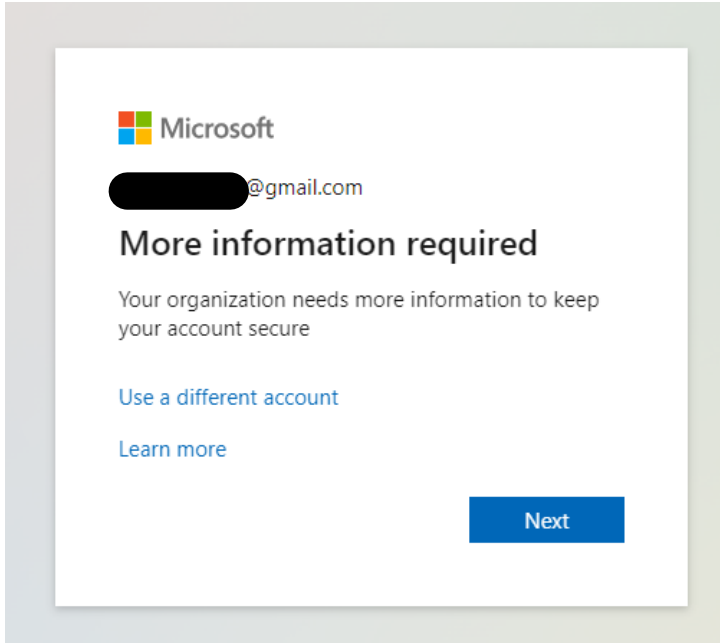
[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

4. After logging in, you will be prompted to Accept a prompt requesting that you give Scanlon Richardson Accounting PTY LTD access to data. This data is used to set up your access to the Client Portal. Click **Accept**.



5. You will now be taken to a prompt titled More information required, click **Next**



6. You will now be prompted to install the Microsoft Authenticator app. This ensures that a high level of security is maintained on any documents share with you or with us by you.
Note: You also have the option to set up an alternative authenticator if you choose to, however the instructions to follow will explain how to set up the Microsoft Authenticator from scratch and assumes you don't already have an authenticator app.
7. To install the app, click the Download now link, this will take you to a website with links and QR codes for the mobile app.
- If you are on your phone, you can click Get the app which will take you directly to the relevant app store for your phone.
 - If you are on a computer, you can scan the QR code on your phone which will take you to the app on the relevant app store for your phone

microsoft.com/en-au/security/mobile-authenticator-app

Get the app on your phone

Scan the QR code with your Android or iOS mobile device.



Google Play

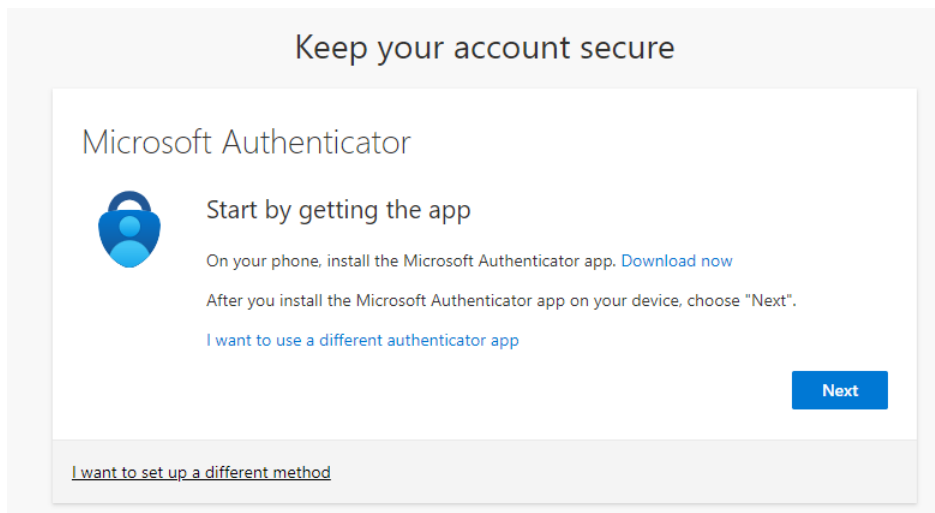
Get the app



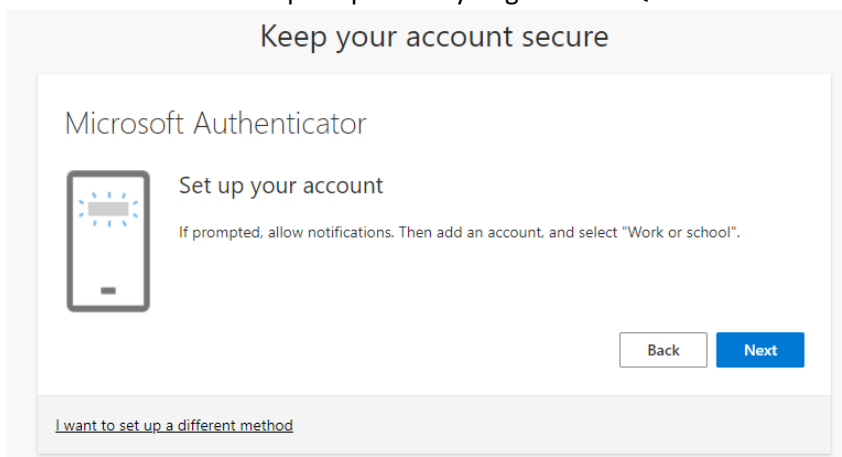
App Store

Get the app

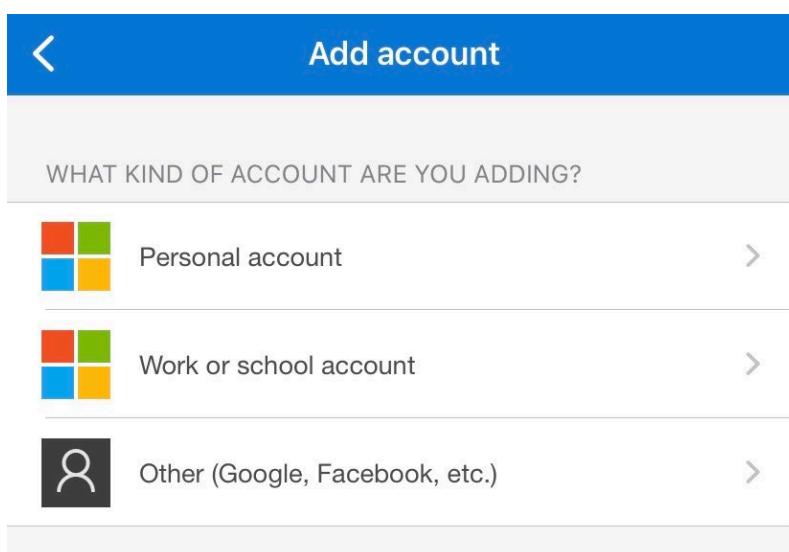
8. Once you have installed the app, open it on your phone and go back to the login page for the portal and click Next



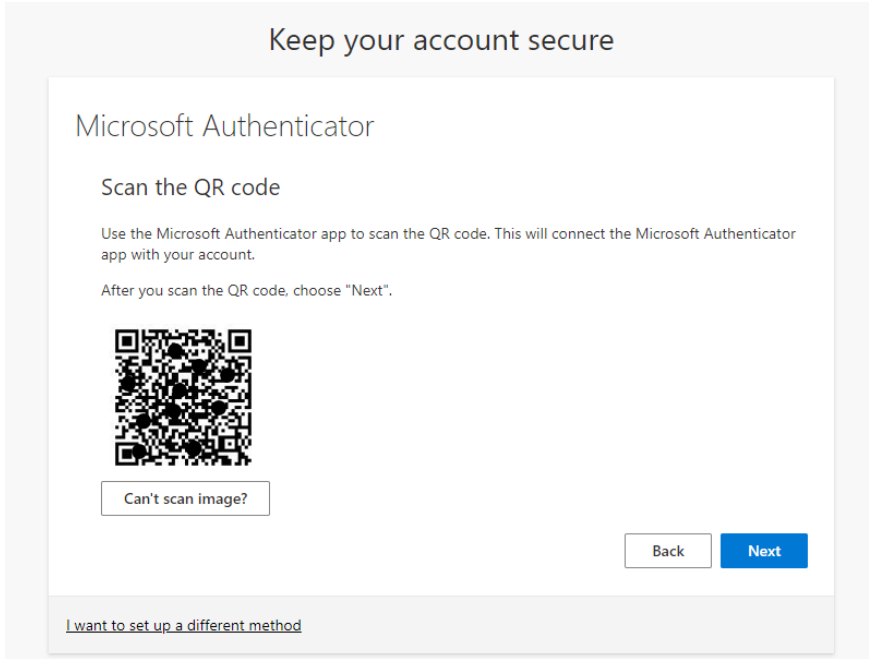
9. Continue to follow the prompts until you get to the QR code.



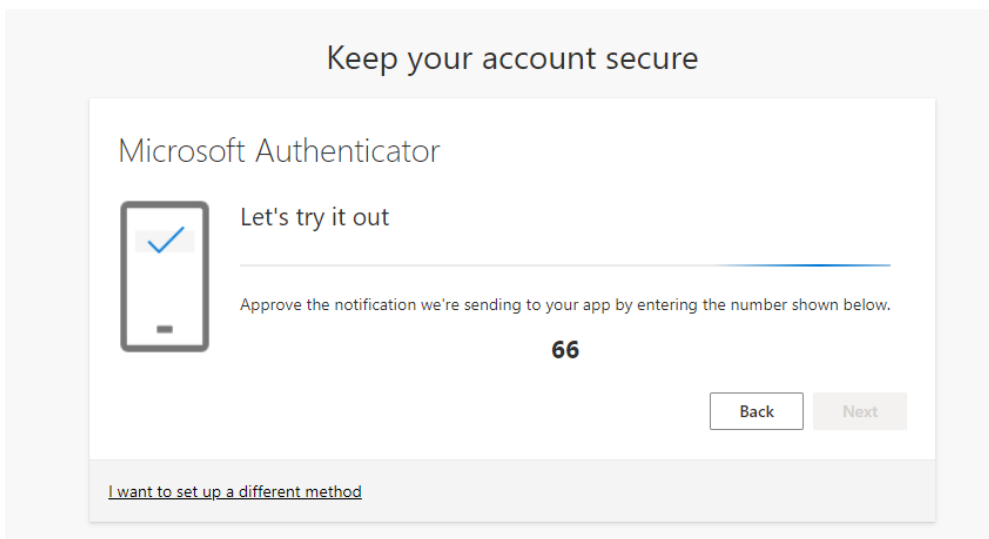
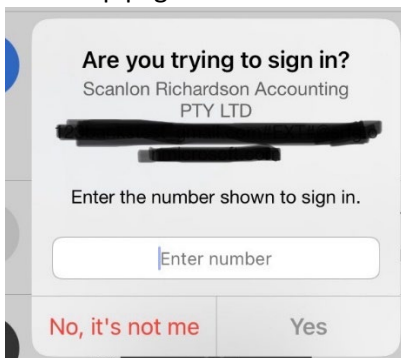
10. Once you reach the QR code, in the authenticator app, click the + icon, then select Other



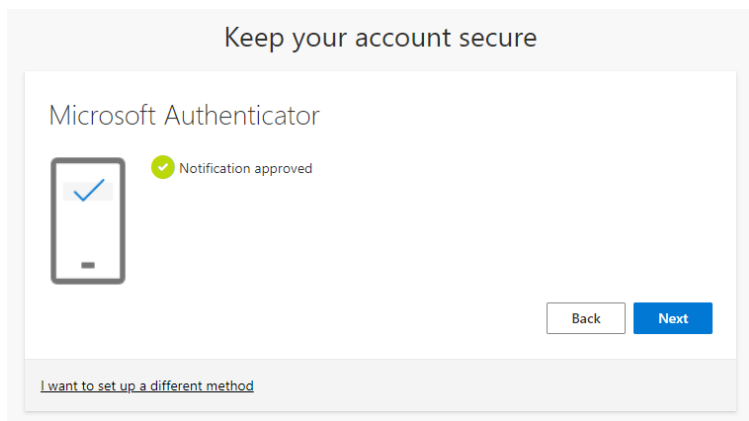
11. Using the camera on your phone, scan the QR code on the screen, then click Next.



12. A prompt should appear on your phone in the app asking you if you're trying to sign in. Enter the code from the setup page then click Yes



13. Once it changes to Notification approved, click Next



14. You should now see a screen that says Success! and lists your sign in methods. Click Done. This should take you to the portal.

