

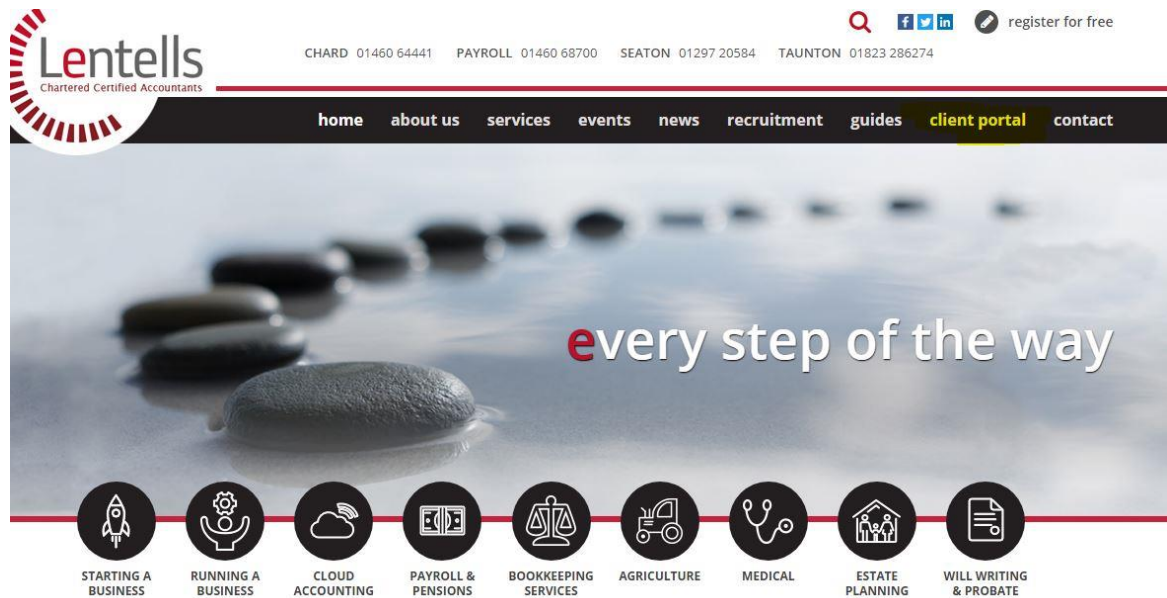


USER GUIDE



ACCESS

You can access our Client Portal through our website, Lentells’ app or via link on the email notification you received.



You will then be prompted to enter your email address and password (on first access to DocSAFE you will be prompted to change the generic password to your own).

If you already have your login details please log in below, if you have forgotten them just click the **forgot password** link.

If you would like to discuss the service further please speak to your usual Lentells contact.



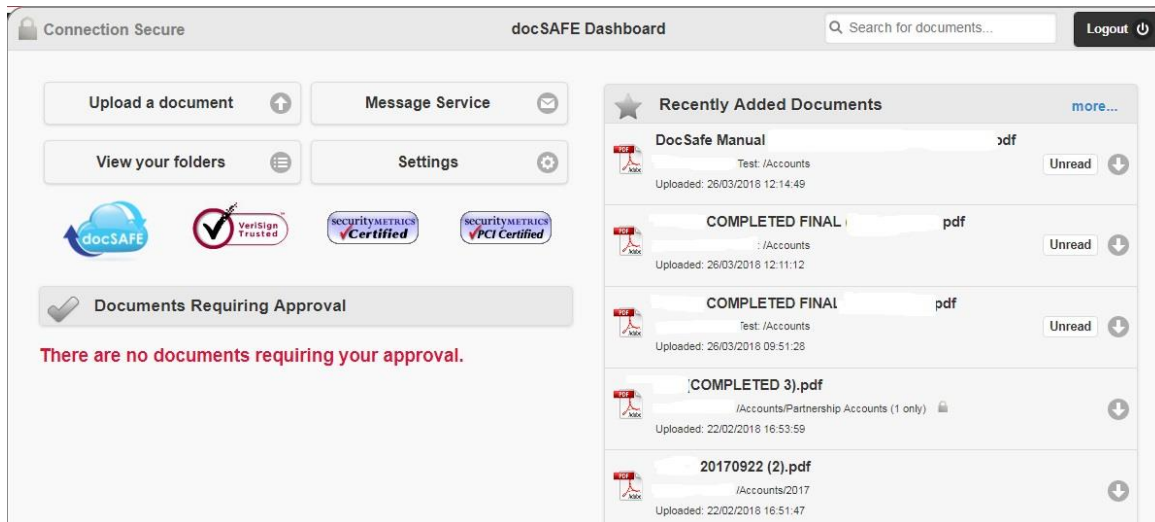
Email:

Password:

[Login](#)

[forgot password](#) | [DocSAFE Mobile](#)

Once you log in, you will be presented with the following screen:



Any new documents uploaded by Lentells will be shown to the right and any of those documents that require your approval will additionally appear to the left of the screen.

You can access the document by clicking on it and from here you can either download or preview the document and approve it, if required.

Our Client Portal also allows for documents to be digitally signed. You will be notified when the digital signature is required after opening the document. Please follow the on-screen instructions to insert your digital signature.

UPLOADING DOCUMENTS

You can upload a document / backup by clicking on 'upload a document' option from the main screen.

You will be presented with the following options:

- Document Upload – here you can choose the file / backup you wish to upload from your PC, tablet, etc
- Destination Account – here you can select the staff member you are assigned to (Lentells' Director or Manager), if more than one
- Destination Folder – choose the relevant folder to upload the document / backup into
- Email Subject & Additional Message – here you can add a title if required
- Overwrite Document(s) – this is not set as compulsory and is your decision, when the document is saved in our system we will either save as or overwrite

[Dashboard](#) Document Upload [Logout](#)

Document to Upload: No file chosen

Destination Account: ▼

Destination Folder: ▼

Upload Notification: ▼

Email Subject:

Additional Message:

Overwrite Document(s): Yes, I want to overwrite existing document(s)