

OpenSpace

Client Guide

Version 1.1a

Guaranteed Commitment

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Introduction

You have had an account created on OpenSpace so that we can exchange documents instantly and securely.

With OpenSpace 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 OpenSpace. If you require any further help please contact:

Louise Considine

Tel: **01330 823333**

e-mail: **louise@grantconsidine.com**

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.



Activate your [grantconsidine.com](http://www.grantconsidine.com) account

Dear client,

Your accountant at Grant Considine, Chartered Accountants has created an account for you on [grantconsidine.com](http://www.grantconsidine.com) so that you can exchange documents instantly and securely. To activate your account please click <http://www.grantconsidine.com/openspace?data=%2faccount%2fconfirm%2ff987491-a3c9> and create a password.

If you have any questions regarding [grantconsidine.com](http://www.grantconsidine.com) please contact your accountant at Grant Considine, Chartered Accountants.

Please note that your use of [grantconsidine.com](http://www.grantconsidine.com) is governed by the terms and conditions, details are available here: <http://www.grantconsidine.com/openspace?data=%2fHome%2fTermsAndConditions>.

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.



Enter your details below to log in to OpenSpace.

Enter your chosen password

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

Email address
First Name
Last Name

New password
Confirm new password

Your password must contain at least one letter and one number

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

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.grantconsidine.com/openspace/ and enter your email address and password.

A screenshot of the OpenSpace login page. At the top left is the 'gc' logo. To its right is a navigation menu with links: HOME / PEOPLE / SERVICES / RESOURCES / NEWS / CAREERS / CONTACT / CLIENT LOGIN. Below the navigation is a large image of a metal fence with many colorful padlocks attached to it. Underneath the image is a login form with the following elements: the text 'Enter your details below to log in to OpenSpace.', a label 'Email address' above a text input field containing 'user@example.com', a label 'Password' above an empty text input field, a link 'Forgot your password?' below the password field, and a 'Login' button at the bottom.

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

Forgotten Password

If you have forgotten your password please click the link **forgot your password** 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 a file is sent to IRIS OpenSpace you will receive an email (pictured below)



New file(s) added by Grant Considine, Chartered Accountants

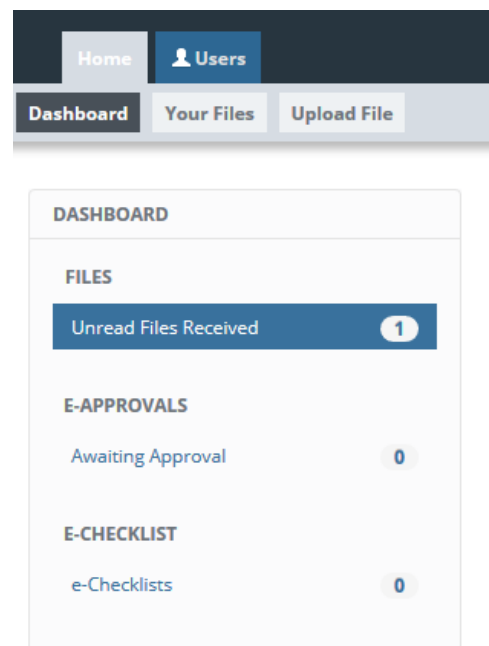
Dear Louise Considine,

The following files have been added or changed in grantconsidine.com by Grant Considine, Chartered Accountants. Click on the link below to log on to grantconsidine.com to view the file.

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

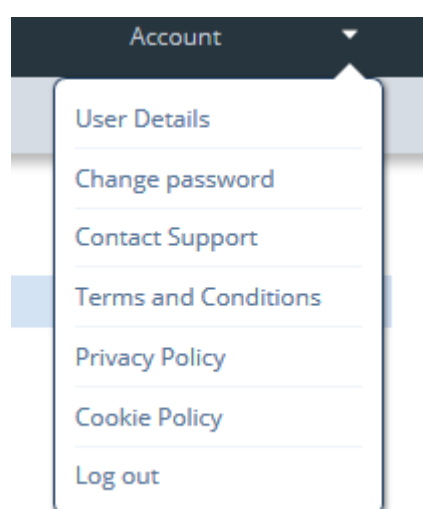
You can change your email address, password at any time. These options are available at the top of each page. Click the word **account** or the arrow at the top of the screen to access the menu.

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	<input type="password"/>	*
New password	<input type="password"/>	*
Confirm new password	<input type="password"/>	*

[Change](#) [Cancel](#)

Where to find help

If you have any questions or need help please contact:

Louise Considine

Tel: **01330 823333**

e-mail: **louise@grantconsidine.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>