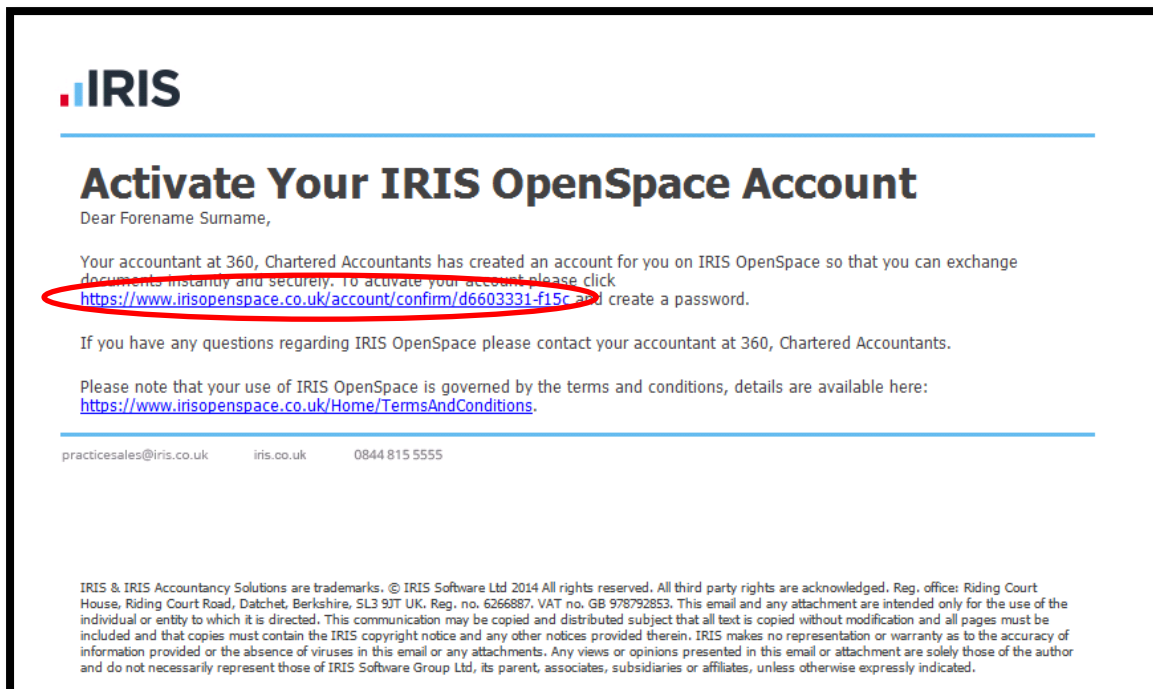


The IRIS OpenSpace Registration Guide

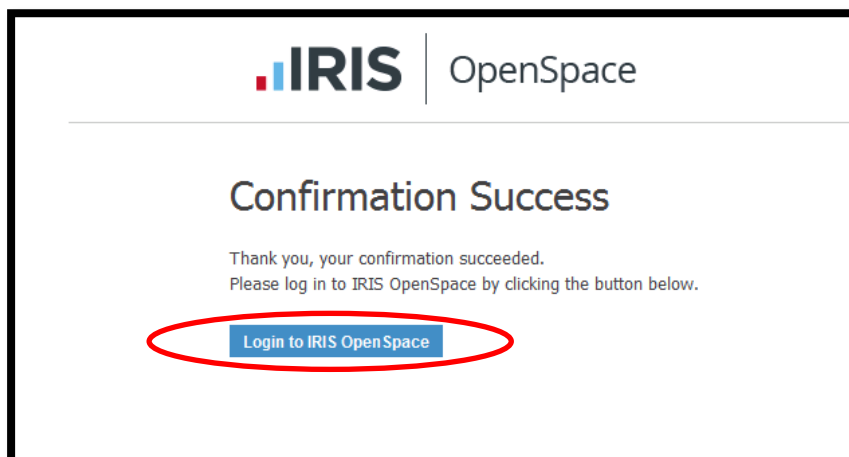
- 1) You will receive an email similar to the email shown below, please follow the link circled



- 2) A webpage will now open looking similar to the one below, please enter a password of your choice and click "Set Password"

The screenshot shows the IRIS OpenSpace registration webpage. The header features the IRIS logo and the text "OpenSpace". The main heading is "Enter your chosen password". Below this, a message reads: "Thank you for registering with IRIS OpenSpace, please enter your password below". The form contains several input fields: "Email address" (emma@360accountants.co.uk), "First Name" (Forename), and "Last Name" (Surname). The "New password" and "Confirm new password" fields are circled in red, with asterisks indicating they are required. At the bottom of the form are two buttons: "Set Password" and "Cancel".

- 3) Click "Login to IRIS OpenSpace"



- 4) Enter your email address and the password you have just set up, then click "Login"

The screenshot shows the IRIS OpenSpace login page. At the top, the logo "IRIS | OpenSpace" is displayed. Below the logo, there are two input fields: "Email address" with the value "user@example.com" and "Password". Below the password field is a checkbox labeled "Remember me?". A link "Forgot your password?" is located below the checkbox. At the bottom of the form, there are two buttons: "Login" and "Cancel". The "Login" button is circled in red. At the bottom of the page, there is a footer: "© IRIS Software Ltd 2014. All rights reserved. | [Terms and Conditions](#) | [Privacy Policy](#) | [Cookie Policy](#) | [Help](#)".

- 5) Click the box at the bottom of the Terms and Conditions window that states “I have read and agree to the Terms and Conditions”

IRIS GROUP LIMITED

END USER LICENSE AGREEMENT
IMPORTANT: PLEASE READ THIS END USER LICENSE AGREEMENT CAREFULLY. DOWNLOADING, INSTALLING OR USING IRIS SOFTWARE CONSTITUTES ACCEPTANCE OF THIS AGREEMENT.

IRIS is willing to license the Service identified below to you ("Customer") upon the condition that you accept all the terms contained in this license agreement ("Agreement"). Please read the Agreement carefully. By using this Service, you accept the terms of this Agreement. No conflicting terms contained in any Licensee purchase order or other document shall have any effect.

BACKGROUND

(A) The Supplier is a provider of certain business software applications and platforms which it makes available to business subscribers via the internet on a pay-per-use basis.
(B) The Customer wishes to be provided with the Supplier's services under a non-exclusive licence, from a remote location, in its business operations in return for the payment of an agreed fee.
(C) The parties have agreed that the terms and conditions set out in this Agreement will apply to the provision of services by the Supplier to the Customer as indicated in the relevant Contract.

1. Definitions
In this Agreement, the following expressions shall have the following meanings, unless inconsistent with the context:

Agreement These terms and conditions and the Contract referred to therein.
Authorised User Any employee, temporary staff agent or contractor of the Customer that accesses the Service with the permission of the Customer.
Business Day Any day which is not a Saturday, Sunday or public or bank holiday in England and Wales.
Charges The charges for the Service as set out in the Contract.

I have read and agree to the Terms and Conditions

- 6) You have now registered for IRIS OpenSpace

Home Users

Welcome to your 360, Chartered Accountants Portal Account

Dashboard Clients

DASHBOARD MENU

Unread Files Received 0

Awaiting Approval 0

Refresh

Client Name	Filename / File Description	Date Uploaded	Size	Owner
No records to display.				

Displaying items 0 - 0 of 0

IRIS OpenSpace

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