

Carroll Accounting Client Portal

Activating your client portal:

1. An activation email will be sent to your nominated email address.
2. Follow the prompts in the email to activate your Secure Client Portal
3. Keep a record of your Username and Password in a secure location.

Logging In:

1. To log into the client portal follow the below link:
<https://documenthub.handisoft.com.au/ClientPortal>
2. Input your Username and Password
3. If you require assistance with your login information please contact the office on 5986 2189.

The screenshot shows the Sage HandiSoft Client Portal for Carroll Accounting Services. The header includes the logo and navigation links. The main content area displays a 'Document Listing' table with three rows of documents. Annotations highlight specific features: a red box points to a red icon indicating a document not downloaded; an orange box points to an orange icon indicating a document ready to sign; a red box points to a download icon; and another red box points to a home icon in the top right corner.

Document Name	Status	Date
test.pdf	Signature Requested	02/08/2018
payment slip corr.pdf	Downloaded From Portal	02/08/2018
payment slip aleisha[SIGNED].pdf	Downloaded From Portal	17/05/2018

Annotations:

- Red = Document has not been downloaded yet
- Orange = Document is ready to sign
- Document Download Button
- Client clicks this symbol to upload documents

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