

Client Secure Login Area

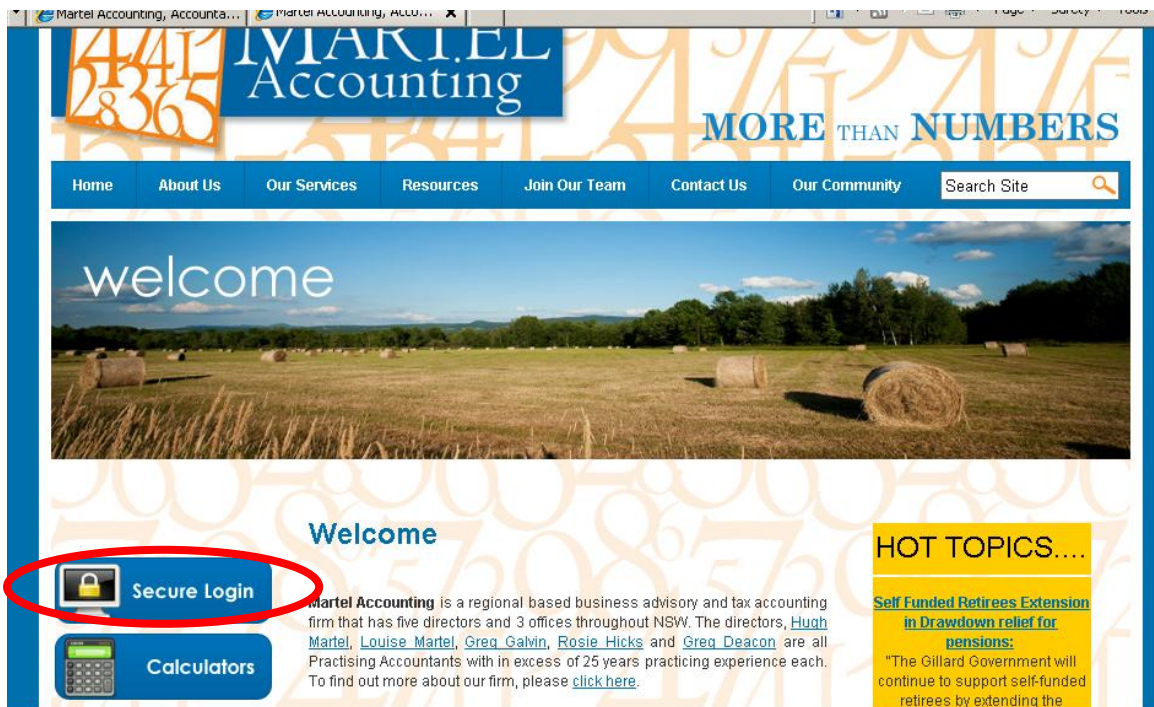
How to view documents sent to you from Martel Accounting

N.B. When Martel Accounting sends you a document to view you will automatically receive a notification via email informing you that there is a document for viewing.

If you are waiting for a document to be sent to you and you do not receive this email, please contact Martel Accounting on 02 6882 5922

Logging in to the secure area

1. Go to our Home Page (www.martelaccounting.com.au).
2. On the Left hand side of the home page click on the "Secure Login" box.

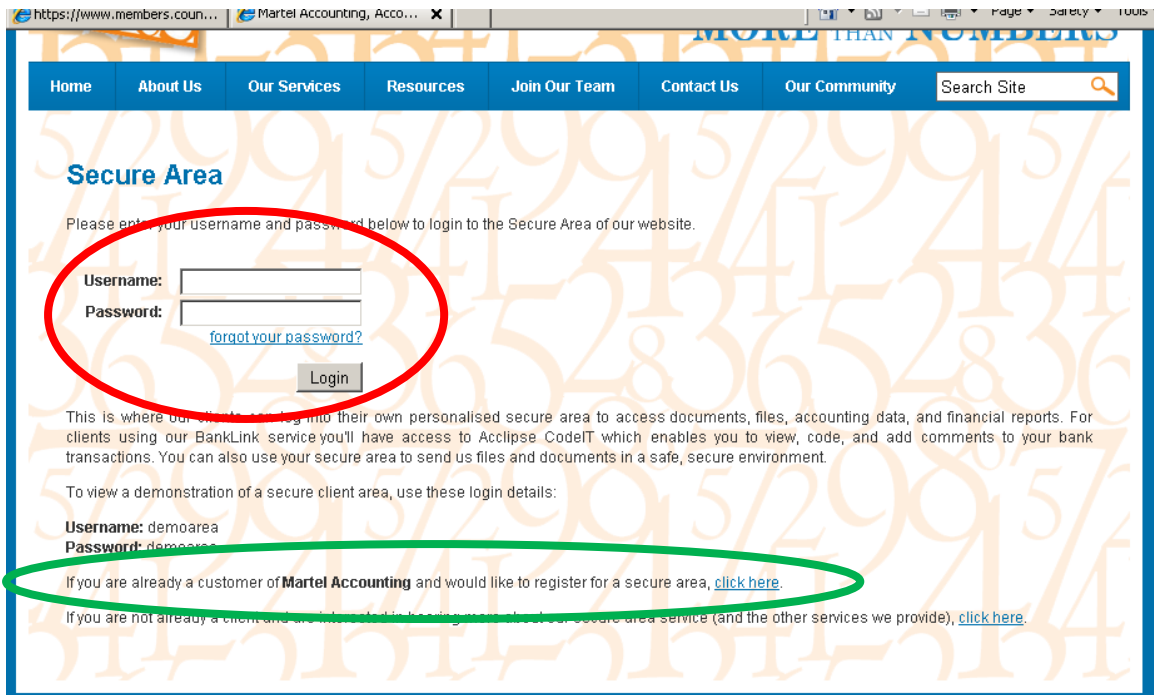


The screenshot shows the Martel Accounting website home page. The header features the company logo and the tagline "MORE THAN NUMBERS". A navigation menu includes links for Home, About Us, Our Services, Resources, Join Our Team, Contact Us, and Our Community, along with a search bar. The main content area has a "welcome" banner with a rural landscape image. Below the banner, there is a "Welcome" section with a brief description of the firm. On the left side, there are two buttons: "Secure Login" (circled in red) and "Calculators". On the right side, there is a "HOT TOPICS...." section with a link to "Self Funded Retirees Extension in Drawdown relief for pensions:" and a short paragraph of text.

If you already have a login:

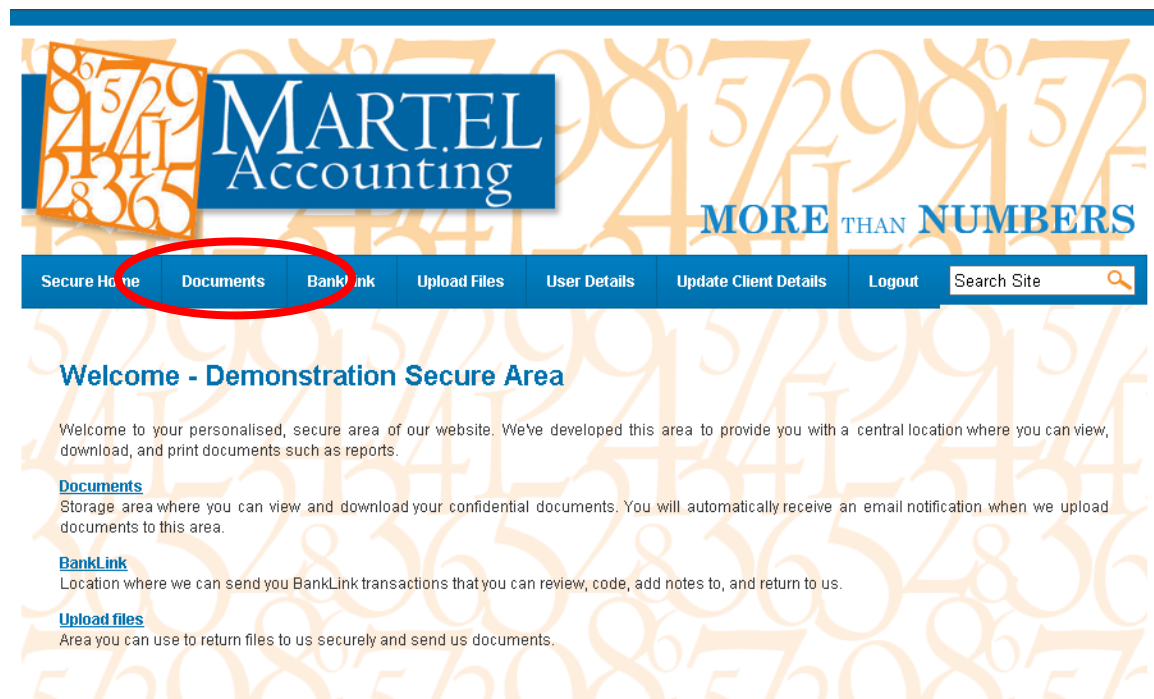
3. Enter your Username and Password and click on the “Login” button.

If you DO NOT already have a login – Please scroll to the bottom of the page to register. Alternatively, please call our office to arrange a Username and Password.

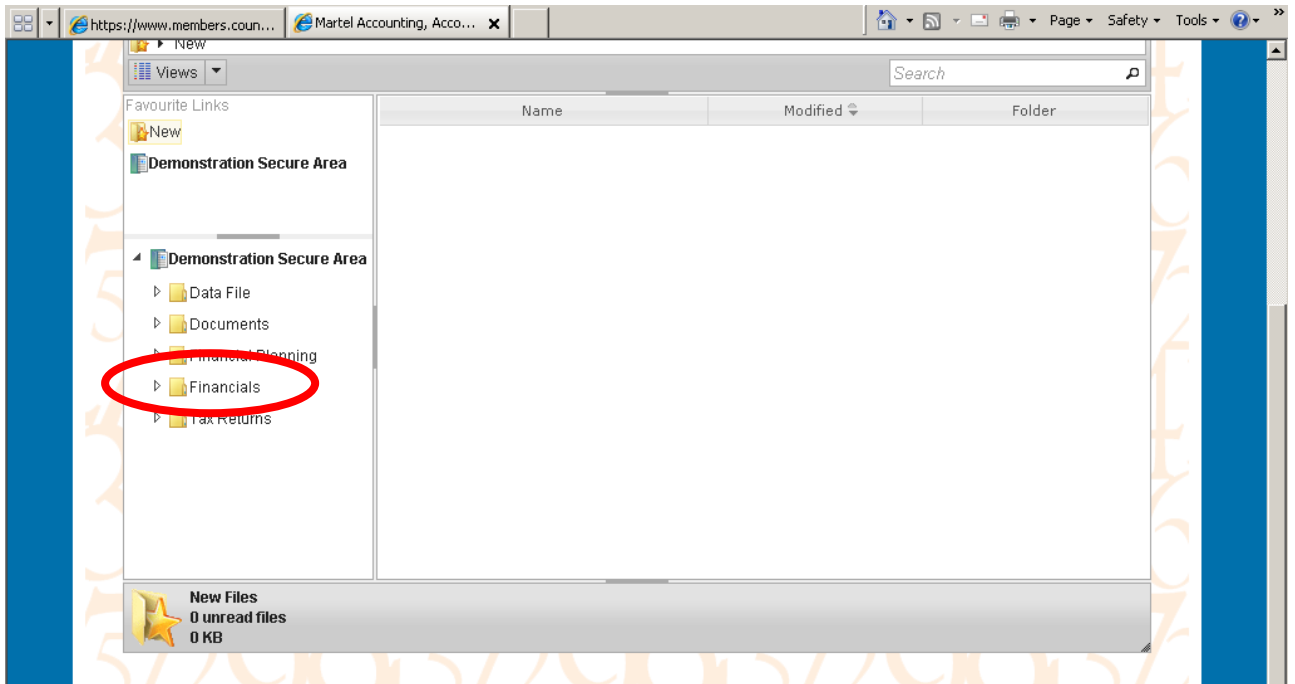


Viewing Files/Documents

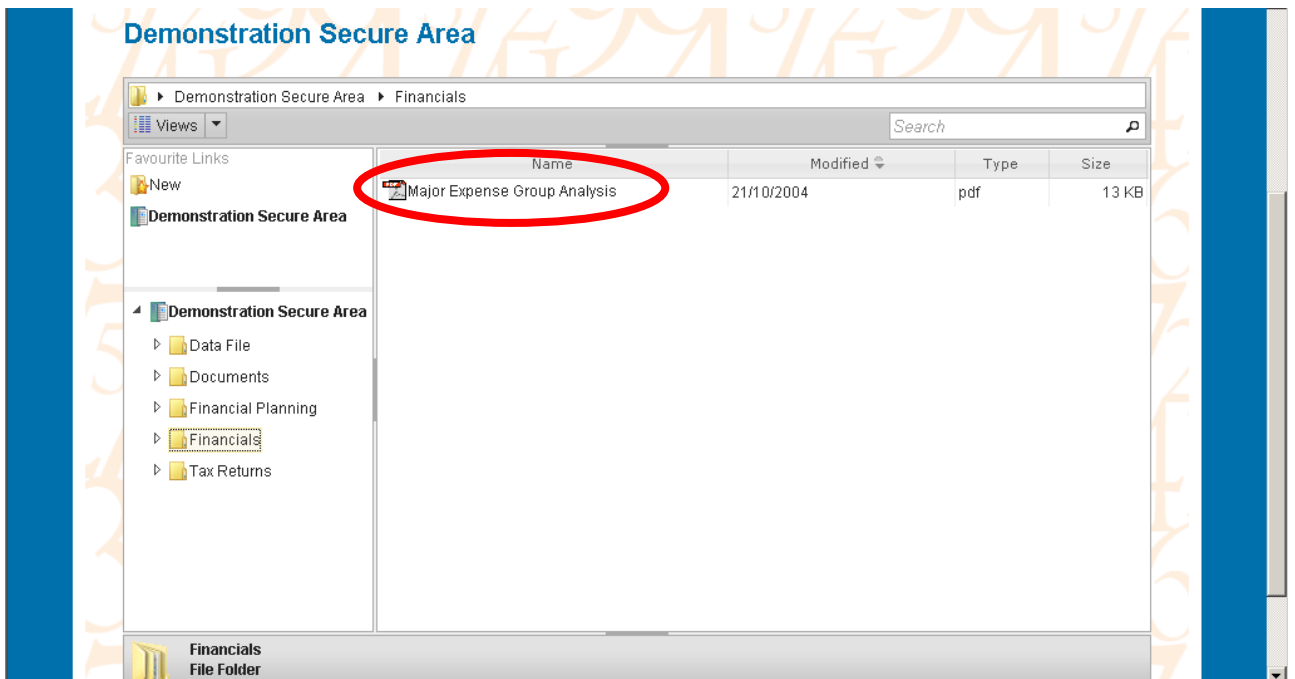
1. On the Menu Bar click on the “Documents” tab



2. Click on the Folder on the left hand side where the document has been saved too. i.e. financials



3. Click on the document you wish to view. The document will open in a new window for you to print/save/view.



Security: Acclipse uses a 128-bit SSL secure certificate. This ensures no data can be intercepted by an external party while a user is accessing secure sections of the website (including the secure areas).