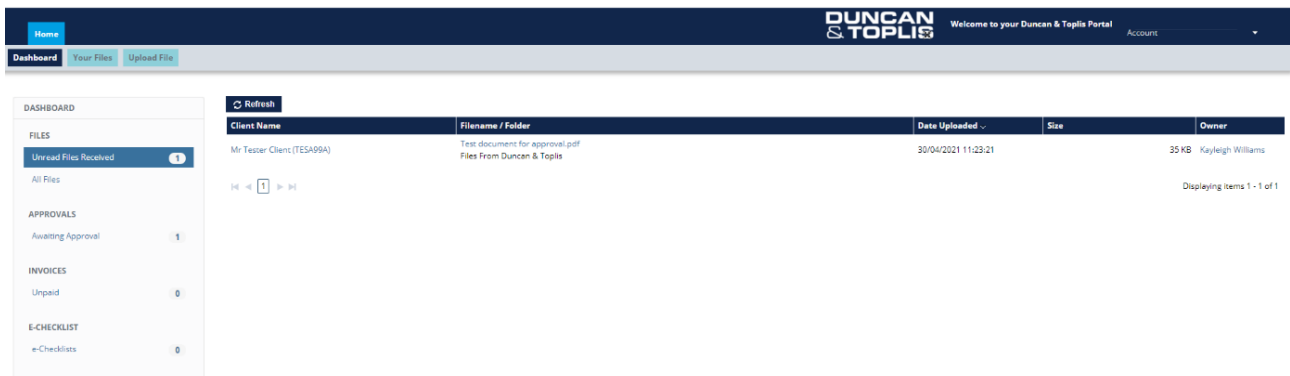


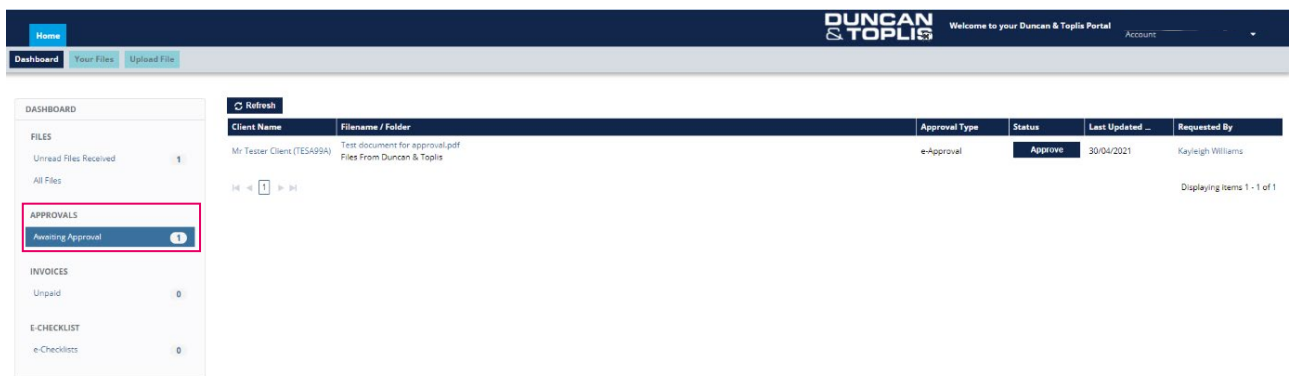
# Online client account guide to approving documents

Once you have logged into your Online Client Account (OCA), you should see the following screen:



The first place you will be shown on the dashboard is any unread files, but don't click straight into here.

You will see on the left-hand side any documents that are awaiting approval, this is where you need to go to approve your documents.

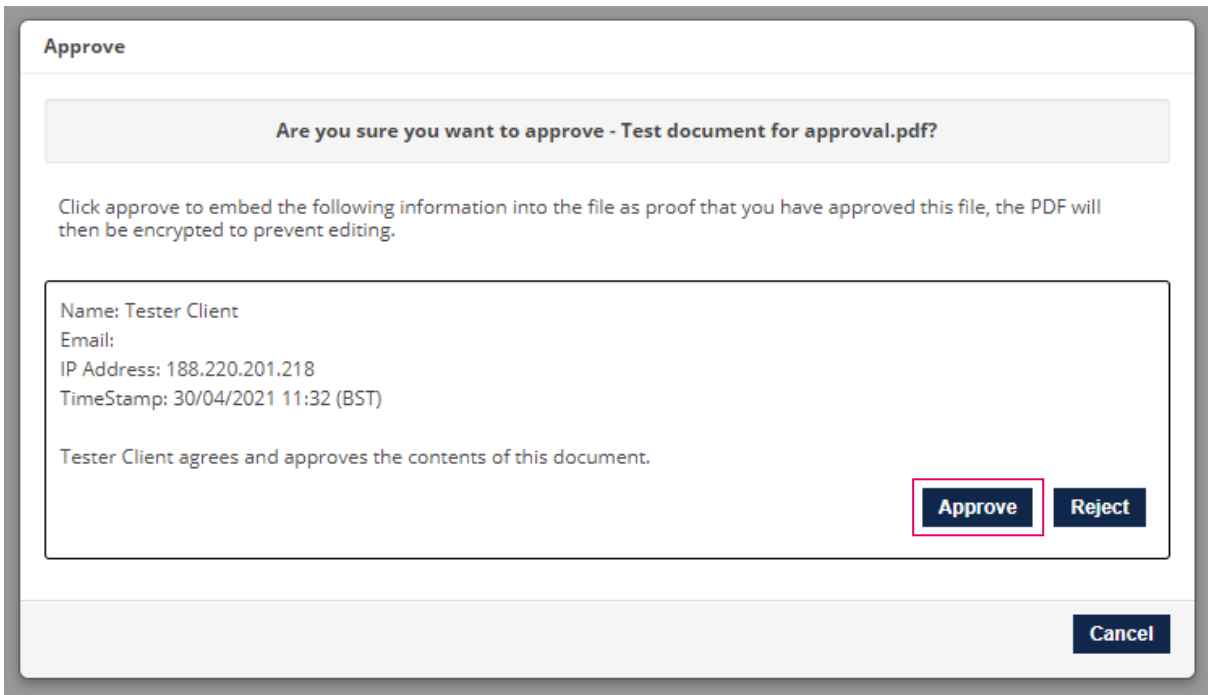


Once in this area you will see the 'Approve' button is highlighted in a blue box. Before approving you should view the document, this will download a copy for you onto your desktop. Once you have viewed the document click 'Approve'.

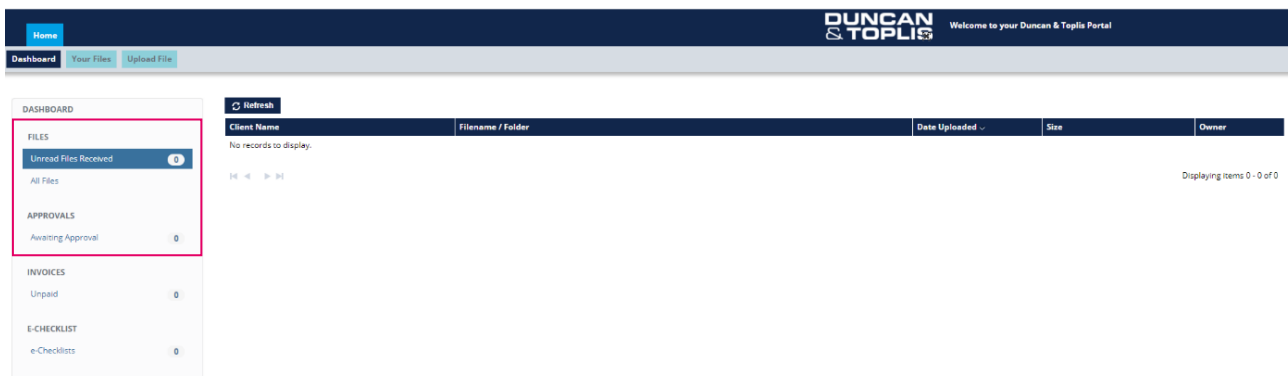


You will then be asked again whether you want to approve or reject the document.

In this example, we will click approve:



If you refresh your browser, you will no longer have that document awaiting approval and it will have been cleared from your unread files too.



If you would like to look at the document again in the future, click on the 'Your Files' button where all your documents from Duncan & Toplis will be stored and you can see the number of files you have. Click on the line to go to your file area.

