

Online client account guide to uploading documents

Step one

Log in to your OpenSpace account.

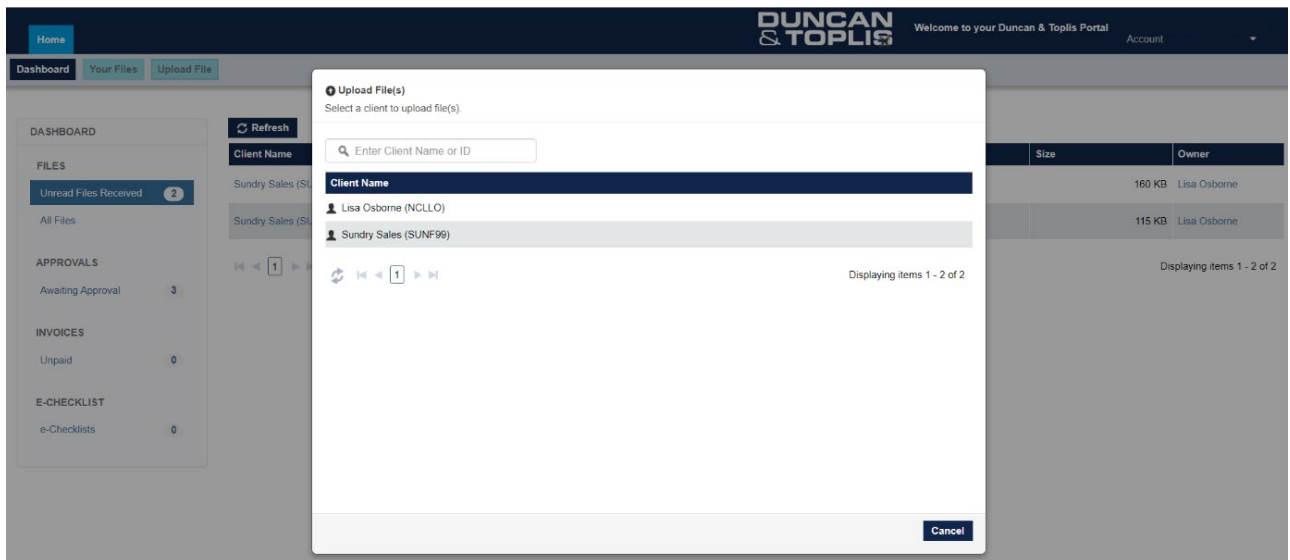
Step two

Click 'Upload File'.



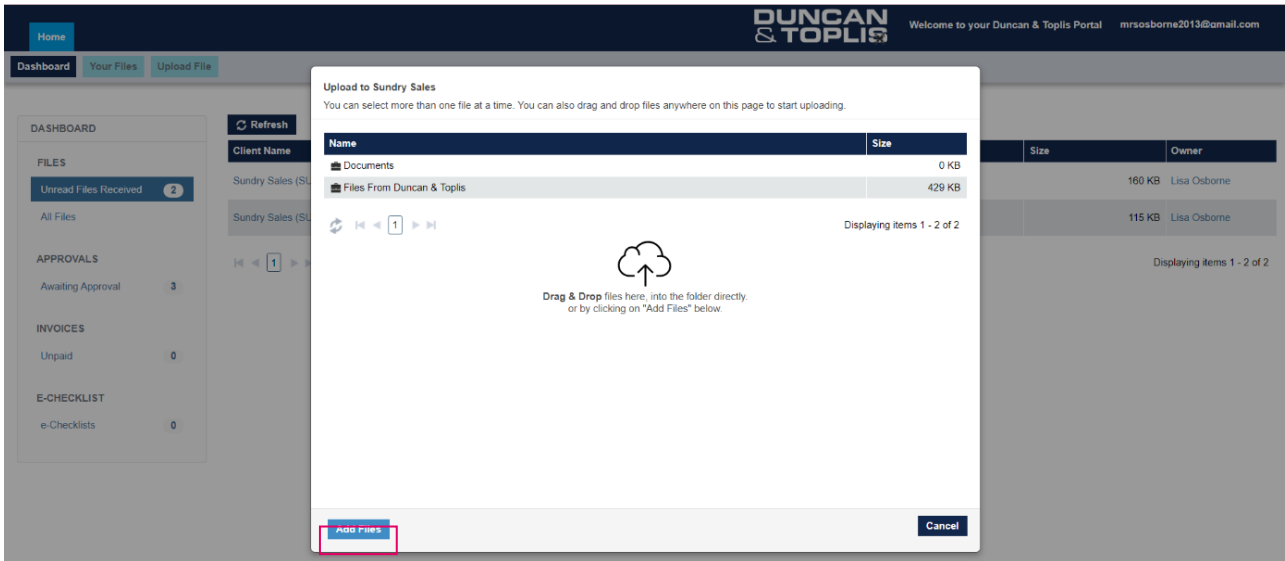
Step three

Choose which of your accounts the documents you wish to upload relate to, for example your company or your personal tax account:



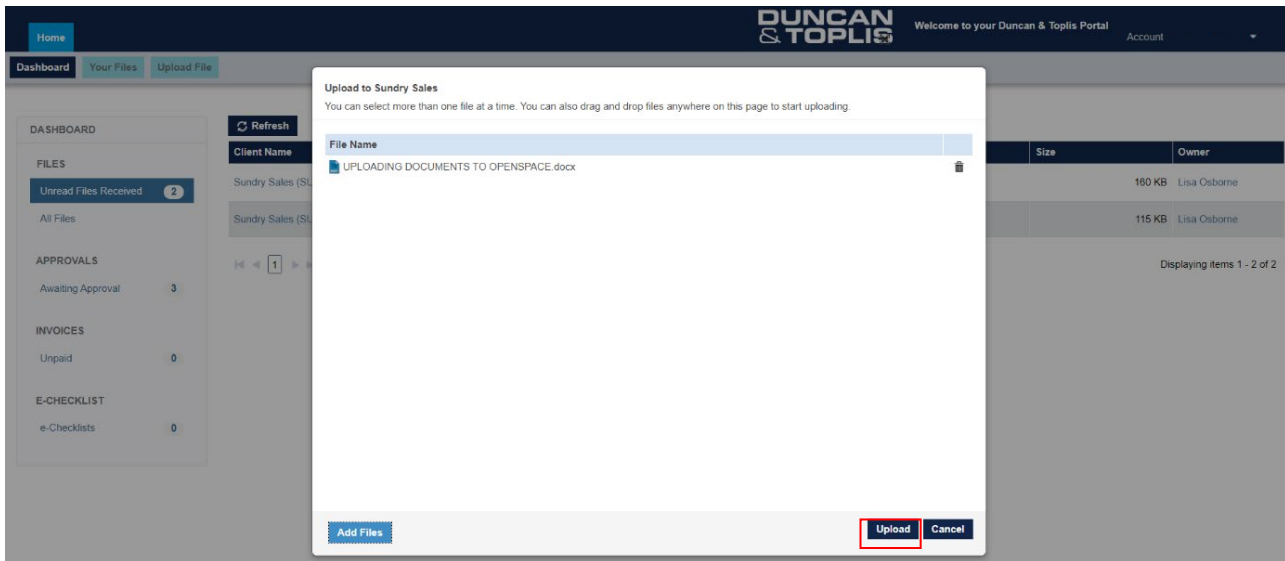
Step four

Drag and drop the files you wish to upload from your computer into the box or click **'Add Files'** in the bottom left-hand corner to add the files.



Step five

Once you have added all the files you wish to send, click **'Upload'** in the bottom right-hand corner. This box will disappear, and the documents will be sent to us.



Step six

The document you have sent will appear in **'Your Files'** in the appropriate account.

