OneClick Activation

Guide to activating your OneClick account



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Activating OneClick

1. To activate your OneClick account, you will receive an email as shown below from notifications@accountantspace.co.uk:

WR Partners OneClick activation From: notifications@accountantspace.co.uk Date: 2021-05-10 10:03

Dear ,

Domain: wrllp

WR Partners has created a workspace through which you will be able to work more closely with them in a completely secure environment. Please click <u>this link</u> to complete the activation process.

Once you have activated your OneClick account, you can access the OneClick site by clicking this link.

If you are unsure what to do, please call your usual contact at WR Partners.

Please note that your domain name is needed for signing into any related mobile applications.

2. Once the link is clicked, a web browser will open, and you will see the following screen:

Doe	
Last name	
OneClick test	
Email *	
oneclicktest@yopmail.com	
Language *	
English (UK)	~
Password *	
Confirm password *	
Country	
United Kingdom	~
ARHE	C

Please check the details are correct, set a password, type the image and press continue.



You will then get the following 3. screen. You will need to set up Multi-Factor authentication to ensure your OneClick portal is secure.

You can do this using an app on

your phone, receive a text

Whichever you prefer.

message or receive an email.

4.



ice you've logged in.

_	Authentication application	88888
•	Use a mobile app to authenticate	
	This is the safest method to authenticate. You can use	
	our app or another compatible app arready installed.	Select
	Read more	
	SMS	
	Receive authentication codes via SMS	
	All you need to do is provide your mobile phone	
	number once, wice and simple.	Select
	Read more	
	Email	88888
\succ	Receive authentication codes to my email	
	It's safer to provide an address different to the one you use to log in to this application	
	Read more	Select

5. Once you have selected, it will either then request authentication through the app or send a code as a text or an email. Enter this code in the verification box when prompted.

Verification code



Resend Code

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7. It will then give you some recovery codes that you can save on your computer. These will be used if you forget your password or can't authenticate your account. Use the 'Save' button to save a copy to your computer then press 'Finish'.

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<u>ط</u>
ese recovery codes are unique to you and should be treated with the same security as you would your password!

You will then enter OneClick. The following introduction screen will appear:

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igi	Y vari	our online workspace allows you to interact with your practice through a ety of tools. All products available to you will be shown on this workspace as tiles	
		Next	



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