

CCH OneClick Guide for Clients

Date: 18th November 2020

CCH OneClick Activation

A safe and secure portal

Due to the increase in phishing e-mails and other sophisticated scams used by fraudsters, we have concerns with the use of email for the transfer and sharing of data with our clients as they pose a significant risk of data falling in to the wrong hands.

In response to these increased risks, in order to protect your data, we have decided to replace sending clients emails from our central system with an online portal system for the transfer of data.

Using third party software we have set up a Warrener Stewart portal on CCH OneClick, please follow the instructions below to activate your account.

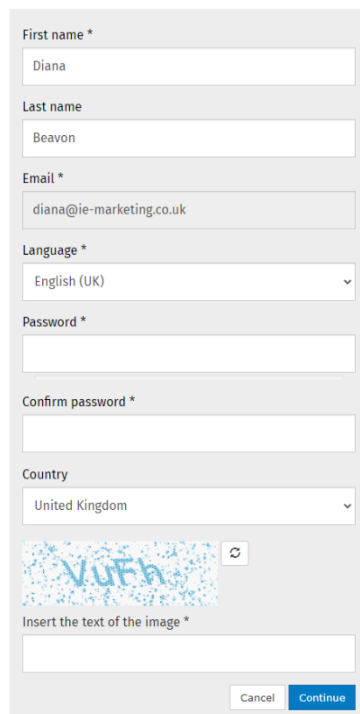
Invitation Email

You should have received an activation email sent by your Warrener Stewart account handler from **notifications@accountantspace.co.uk**.

- Click the link in the email to set up your account – it is automatically prepopulated with your name and email address



New account login and password setup
Please fill in your details below to create your new account



The form contains the following fields and options:

- First name *: Diana
- Last name: Beavon
- Email *: diana@ie-marketing.co.uk
- Language *: English (UK) (dropdown menu)
- Password *: (empty field)
- Confirm password *: (empty field)
- Country: United Kingdom (dropdown menu)
- Captcha: An image showing the text 'VuFh' with a refresh button.
- Insert the text of the image *: (empty field)
- Buttons: Cancel and Continue

- Create a new password that is at least 8 characters long and **not** used for any other accounts, followed by the Captcha code from the image.
- Click continue so that your account is operative



Your account is already operative.

Protect your account

To ensure your account is secure, we will send you a verification code each time you log in. This is called multi-factor authentication (MFA).

You can receive codes by phone or email, and it only takes a couple of minutes to set up.

No, thanks ☐ ☒ Set up now

Multi Factor Authentication method

- To continue the process you must set up a Multi Factor Authentication method, simply click **'set up now'** then follow the instructions on the 'Protect your Account' page.







Protect your account

To ensure your account is secure, we will send you a verification code each time you log in. This is called multi-factor authentication (MFA).

Please select your preferred option to receive the code

*For maximum convenience you can configure all of the options once you've logged in.



	Authentication application Use a mobile app to authenticate This is the safest method to authenticate. You can use our app or another compatible app already installed. Read more	Select
	SMS Receive authentication codes via SMS All you need to do is provide your mobile phone number once. Nice and simple. Read more	Select
	Email 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

- We recommend that you chose SMS to authenticate your account and click **'select'** so that you can insert your mobile phone number on the next screen.

Protect your account

To ensure your account is secure, we will send you a verification code each time you log in. This is called multi-factor authentication (MFA).

Please select your preferred option to receive the code

*For maximum convenience you can configure all of the options once you've logged in.

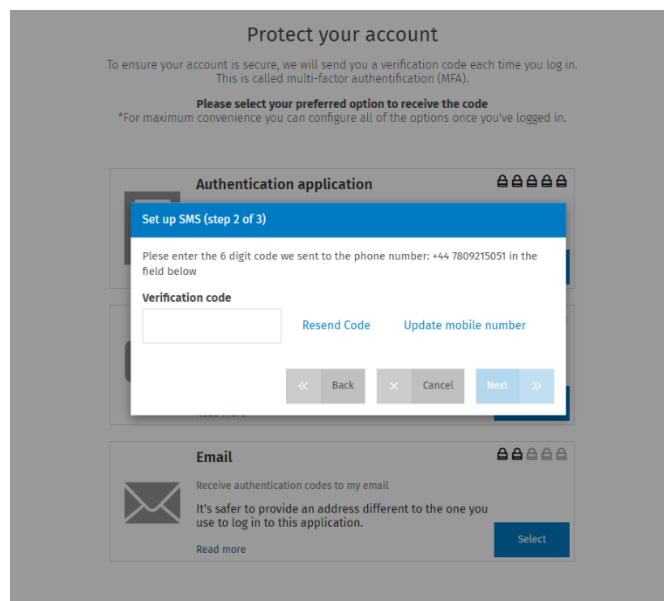
Authentication application
Set up SMS (step 1 of 3)
Please, enter your mobile phone number to receive verification codes.

Country code	Mobile number
+44	<input type="text"/>

[Cancel](#) [Next >>](#)

Email
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](#)

- After you click '**next**' you will receive a text with a verification code. Enter this in the box and then click '**next**'.



Protect your account

To ensure your account is secure, we will send you a verification code each time you log in. This is called multi-factor authentication (MFA).

Please select your preferred option to receive the code
 *For maximum convenience you can configure all of the options once you've logged in.

Authentication application

Set up SMS (step 2 of 3)

Please enter the 6 digit code we sent to the phone number: +44 7809215051 in the field below

Verification code

[Resend Code](#) [Update mobile number](#)

[<< Back](#) [Cancel](#) [Next >>](#)

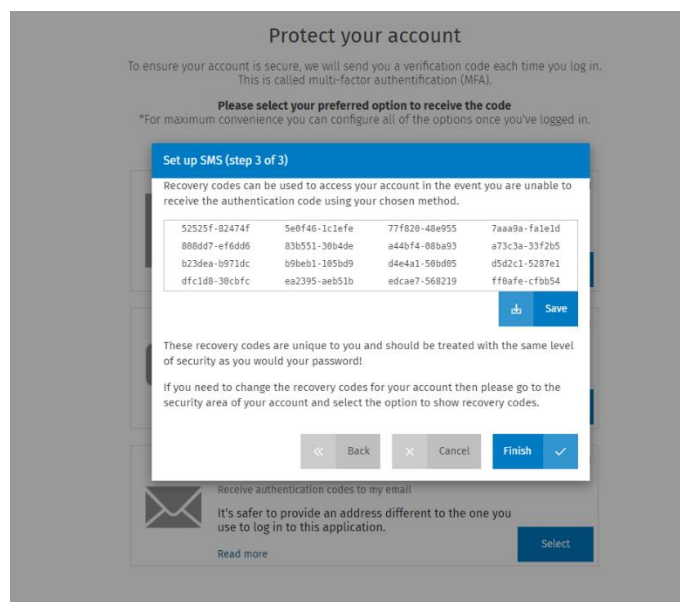
Email

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](#)

- Upon sending the verification code you will receive your **Recovery Codes**. These can be used if your Multi Factor Authentication codes are temporarily unavailable. We recommend you download these and store them in a secure place.



Protect your account

To ensure your account is secure, we will send you a verification code each time you log in. This is called multi-factor authentication (MFA).

Please select your preferred option to receive the code
 *For maximum convenience you can configure all of the options once you've logged in.

Set up SMS (step 3 of 3)

Recovery codes can be used to access your account in the event you are unable to receive the authentication code using your chosen method.

52525f-82474f	5e0f46-1c1efe	77f828-48e955	7aaa9a-fa1e1d
888dd7-ef6dd5	83b551-30b4de	a44bf4-88ba93	a73c3a-33f2b5
b23dea-b971dc	b9beb1-105bd9	d4e4a1-50bd05	d5d2c1-5287e1
dfc1d8-38cbfc	ea2395-aeb51b	edcae7-568219	ff8afe-cfb54

[Save](#)

These recovery codes are unique to you and should be treated with the same level of security as you would your password!

If you need to change the recovery codes for your account then please go to the security area of your account and select the option to show recovery codes.

[<< Back](#) [Cancel](#) [Finish ✓](#)

Email

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](#)

- Click finish to complete the set up.

Accessing the CCH OneClick portal

Before you can access the portal there is one final verification step to complete.

- Upon clicking '**finish**' you will be prompted for a new verification code. You will receive a second text message with a new code which you must enter in the box to log onto the portal.



Account verification

For your security you need to enter an authentication code before you can proceed to your application.

We have sent you a text message to +44 ***-***-**51 with a verification code.

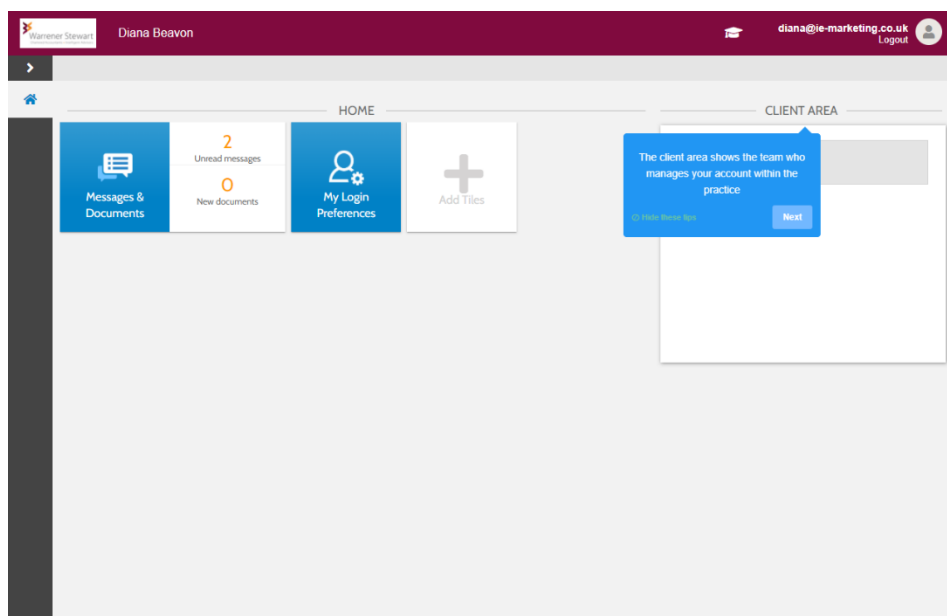
The authentication code is 6 digits long.

Can't get the authentication code? [Click here to use a recovery code](#)

Continue >>

Your CCH OneClick Account

Once you've entered the second verification code the portal will open on the home dashboard. There are a few automatic prompts to explain the portal.



On the home screen you will see if there are any messages, which you can respond to them directly from there.

If you do need to run through the instructions simply click on the mortar board up by your profile name.

