

MYOB PORTAL



What is the MYOB Portal (“Portal”)?

The Portal is an online collaboration tool which allows you to receive your documents and send them to us in a secure electronic manner, including:

- Income tax returns
- Activity statements
- Source documents

Documents can be transmitted from any location as soon as they are completed or authorised, provided your device has an internet browser capability, and an internet connection (including Smartphones).

The MYOB Portal is more secure than email - and much faster than the post!

What can I do on the Portal?

You can view and approve tax documents uploaded to your Portal by LeCornu Lewis Hancock, anywhere you have internet access. You also have the ability to electronically sign your Electronic Lodgement Declarations for income tax returns and activity statements. When you approve or electronically sign a document, we are notified instantly. We can then lodge the document for you sooner, rather than having to wait for it to come back to us in hard copy.

You can also upload any documents for us to view, once they have been scanned into a computer. This is useful for responding to any queries that arise.

The Portal also functions as a storage system – all documents uploaded to the Portal will be saved and stored there securely. The servers for the MYOB Portal are all based in Australia.

What can't I do on the Portal?

Unfortunately, at this stage financial statements and ASIC forms are unable to be electronically signed. We can upload these documents to your Portal, however they must still be printed, physically signed by you, and returned to us in the mail. Therefore, you will still need access to a printer if you wish to receive financial statements and ASIC forms through the Portal, as you will need to sign a paper document.

How do I join the MYOB Portal?

If you are interested in using the Portal please contact Lauren Barnes, of our office. You will need to have your email address and the email addresses of any family members that wish to join the portal handy. It is in your best interest to provide us with the details for an email account you check regularly.

How does it work?

1. The set-up process is relatively simple. After contacting Lauren:

- You will be sent an email invitation to join the Portal
- Follow the prompts in the email to create your MYOB Portal account. This will include creating a password for your Portal. You will need an internet connection.
- Feel free to contact Lauren if you run into trouble during this process, on (08) 8232 1133.

2. Receiving information from us



LeCornu Lewis Hancock will upload a document to your Portal



You will receive an email notifying you that a document has been uploaded and is ready to view



Please check that the contents of the document are correct, and provide us with any additional information we may have requested



Once you have approved the document, this adds your electronic signature to the document and time/date stamps it.

We will receive an automatic notification that the document has been signed by you. No further action is required on your part.



Print a hard copy of any financial statements or ASIC documents that need to be signed.

How does it work? Cont.



Sign the financial statements or ASIC forms and return the hard copy documents to our office either in person, or by post/courier. Alternatively, scan the signed page(s) and upload them to the Portal.

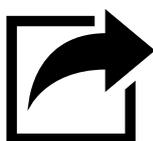
3. Sending information to us



Scan any documents you would like to send us and save as a pdf file



Log into your Portal using an internet browser and connection



Upload your pdf document(s) to your Portal



We will receive an email notifying us that a document has been uploaded and is ready to view

Any problems?

Please contact Lauren Barnes on 08 8232 1133 or at lbarnes@lh.com.au