

# welcome

## to our MYOB Portal

You have been invited to view and approve documents through our MYOB portal and will be notified by email when documents become available for you to review.

The benefits of using our MYOB portal include easier and faster access to your documents, digital approval and enhanced security for your personal information.

### Accessing the MYOB Portal

There are four ways to access the portal.

1. Follow the link in the welcome email.
2. Visit our website [www.nexiaem.com.au](http://www.nexiaem.com.au) and select 'Client Portal' > 'MYOB Portal'
3. Visit <https://nexiaem.portal.accountants/>
4. Search 'Nexia Edwards Marshall' in the Apple App or Google Play Store and download our app

### Logging into the MYOB Portal

Please follow the link in your welcome email to sign up for your portal.

**Username:** The email address we sent your welcome email to.

**Password:** You will be prompted to set a password.

### Tasks

You will be notified via email when there is a new document uploaded or task for you to complete. Please follow the prompts within the portal to assist you with viewing and actioning documents and tasks, such as signing or authorising a document.

### Uploading documents to the MYOB Portal

You can upload documents through the MYOB Portal and these will be sent directly through to your client manager.

Simply click the '+' button on the top right-hand side of the screen to upload a document. Don't forget to include a note with details of the document uploaded.

### Having trouble accessing your MYOB Portal?

- Ensure that your username is the email that you received your welcome email from.
- If you have forgotten your password, select 'forgot my password' on the login screen to reset it.
- If you do not receive the email from the MYOB Portal to reset your password, please check your spam or junk folder.
- If you receive an error when trying to log in, please try a different web browser (e.g. Google Chrome, Internet Explorer).

If you experience any issue or have any questions please refer to your Nexia Edwards Marshall Advisor.