

HOW TO USE THE MCCONACHIE STEDMAN APP

YOUR CHEAT SHEET TO NAVIGATING OUR APP



WHERE TO DOWNLOAD OUR APP:

You can find the McConachie Stedman app on the **Google Play** and **App Stores**. Just search for **McConachie Stedman**, then click **Download**.



REGISTERING YOUR ACCOUNT:

1. Tap the **i** button in the top right hand corner of the app.
2. Tap **Settings**.
3. Under **Account**, click **Login**.
4. Enter your email address and create a secure password for your account.
5. Click **Register**.

An email will be sent to your inbox with a pin number to complete your account set up. Please note, this could take up to 24 hours.

We also encourage you to enable push notifications to ensure you receive important notifications from us. You can manage what notifications you would like to receive under **Subscriptions**.

MY DOCS

Now that you have registered for our app, you will be able to start receiving your tax documents through our My Docs portal. You will be notified either via push notification, email or text message that you have a document waiting for signature. To access your document, follow the below steps:



1. Tap the **My Docs** button.
2. Click **Documents for Signature** (Your document will appear ready to sign).
3. Tap the document via the blue writing to view it prior to signing (you can zoom in and out to view the text more easily).
4. When you are satisfied with the document content, you can sign the document by clicking the yellow  button in the top right hand corner to apply your digital signature. Tick the disclaimer and click **Sign and Close**.
5. To request changes to the document, click the green  button and provide your reason.
6. To view the document on another device such as a desktop, click the  button. You will receive an email with a link and a pin to access the document.



WHERE TO FIND HELP

Contact your accountant at our office on 1300 363 866 should you have any queries concerning our app.