

OneClick Activation & Use Instructions

Initial Activation

As part of the initial activation, you will be asked to set up 2-Factor Authentication via App, SMS or Email. This is only prompted for every 30 days, as long as "Remember Me" is selected.

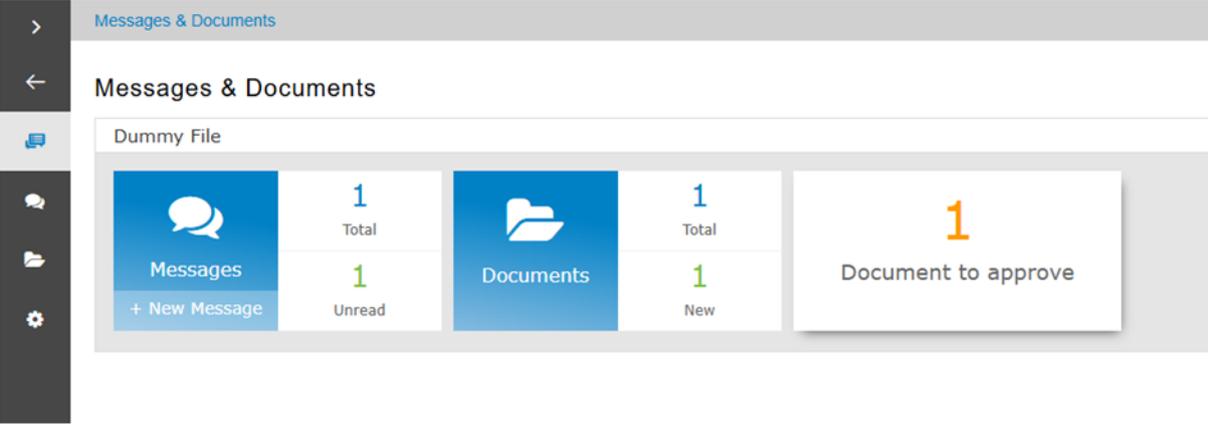
Your email has been validated and your account is active.
Protect your account
To ensure your account is secure, we will send you a verification code each time you log in. This is called multi-factor authentication (MFA).
You can receive codes by phone or email, and it only takes a couple of minutes to set up.

[× Skip for now](#)

	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

Uploading and Signing Documents

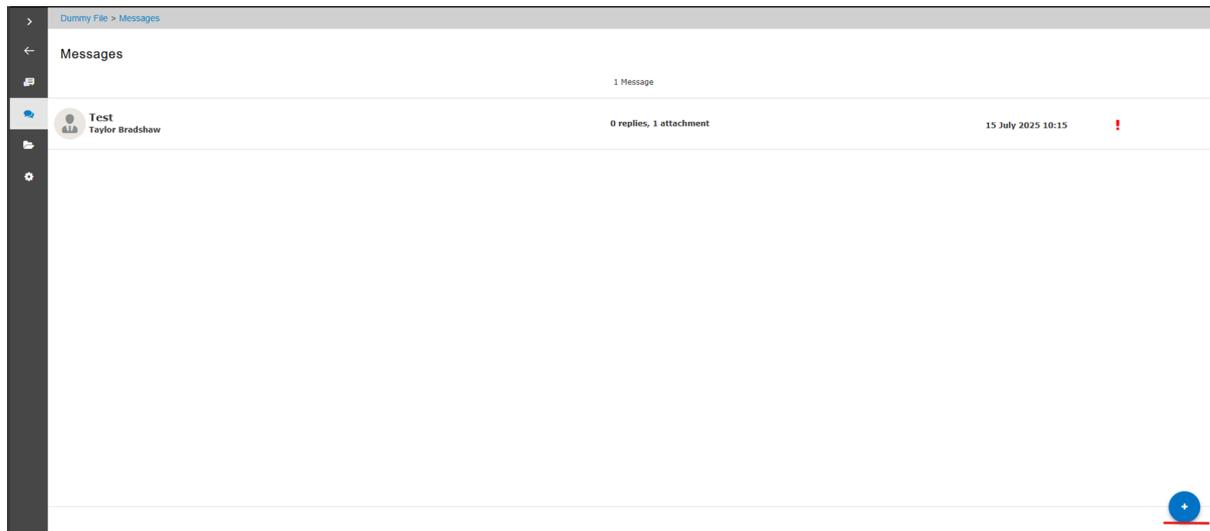
You can upload documents, or review those that we have uploaded for your attention, in the "Messages and Documents" section on the home screen. Any documents that require approval are viewable from the respective icon.



Messages & Documents	
Dummy File	
 Messages + New Message	1 Total 1 Unread
 Documents	1 Total 1 New
1 Document to approve	

If you would like to upload a document for us, such as information we have requested, this can be done on the "Messages" screen. Simply click the + icon in the

bottom right to create a new message, and attach any documents you would like to provide to us.



If you have any questions, or if anything is unclear, please do not hesitate to contact Taylor who can assist with the setup and use of OneClick.

Email: taylor.bradshaw@lopiangb.co.uk

Direct Dial: 0161 838 2998