### Client will receive the following message to activate their account



Dear Mr Charles,

Georgina Demetriou from Charles Group has sent you a secure document that requires your attention.

This email has been sent to which is the address you should use when logging in. Please do not reply to this email. This mailbox is not monitored and you will not receive a response.

This document will be available in the Portal for 729 days and 23 hours.

The Portal is a secure and audited document distribution and management system used by Charles Group to allow you to receive and digitally "sign" documents from within your own individual secure portal. The digital signature legally replaces a physical signature on a piece of paper.

### Account Activation

Before you can access the document, you will need to follow our simple account activation process within 5 days of the date of this e-mail:

<u>Click on this link</u> to activate your new account. You will see your document after you've set up your account.

#### Thank you

On behalf of Georgina Demetriou from Charles Group

Email: georgina@charlesgroup.co.uk

Telephone: 02072633295

In order to login to the system the client will need to setup their details in a 2 step process:

# STEP 1:

CGCHARLES GROUP	
Activate your account: Step 1 o	f 2
LOGIN DETAILS	PERSONAL DETAILS
Welcome to our secure portal	
Our portal allows us to communicate with yo You need to create your own password and a information we have sent you. Email address	u efficiently and securely. Ictivate your account before you can access the
Password	
Your new password	
Confirm your new password	
Next	<u>About our portal</u>

Activate your	count: Step 2 of	2		Almost dor
LOGIN DETAILS	<u> </u>		F	PERSONAL DETAILS
Title				
First name				
Last name				
Country				
Talaphana numbar	*			
+44		<b>~</b>		
Mobile number				

Resetting your Password:

Select the client portal option on our website & click 'Forgotten password or having problems?'

GOING THE EXTRA MILE	
Password	
Sign in to our secure portal	
Remember my email address? Forgotten password or having problems? About our portal	

### You will receive the following email:

On the email please click Reset my password



Enter your new password

## SECURELY SENDING & UPLOADING DOCS

When you login to our portal press the 'Compose button'

GOING THE EXTRA HILE		Q	Search
COMPOSE	Today		
All Today	GD You → Georgina Demetriou 17th June 2025 10:34am		Sent
This week This month Sent	Confirmation (Signed) Georgina Demetriou → You	on Statement details made	up to 19.10.2024
	Dear Dear Kindly find attached the confirmation statement document for your perusal Many thanks Georgina Demetriou	Conformation Statement D manage search formation approximations formation approximation and approximation formation approximation and approximation formation approximation approximation approximation approximation for approximation approximation approximation approximation for approximation approximation approximation approximation approximation approximation approximation for approximation approximation approximation approximation approximation for approximation approx	statis metale inter inte
	Today	Factors make injurge Official Defaults Name Rosts of nations Kanadity Name remaining Name remaining Name remaining Name remaining Name remaining	March Learning Angelerations March Learning Colling Ja March Learning Colling Ja March Mar
	Read	Norm Bei Louges schneidenen Konstatio Das den Normale anspekter Konstatio anterpe	Bit Kolley of Rollinghilds Dealer Gener Michael Michael Diateo Classification Michael Michael Classification Classification

The following screen will pop up which will allow you to enter a simple message and upload your documents securely through our platform.

	Confirmation Statement	t det
g <b>ned)</b> rgina Der 1 June 20	To: GD Georgina Demetriou	
	Message	
find atta ent for y hanks na Deme	Type an optional message	Compt Compt Compt Name
	Documents	Cifficier Name
	Drag & drop or click here to attach documentsyou need to add at least one	
	Send Cancel	