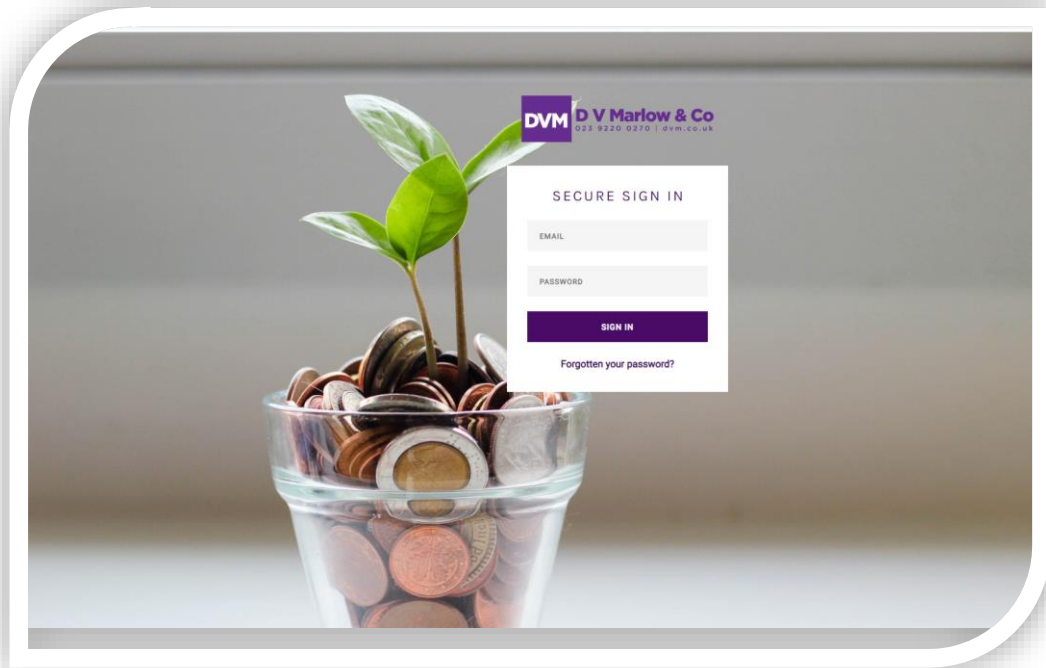


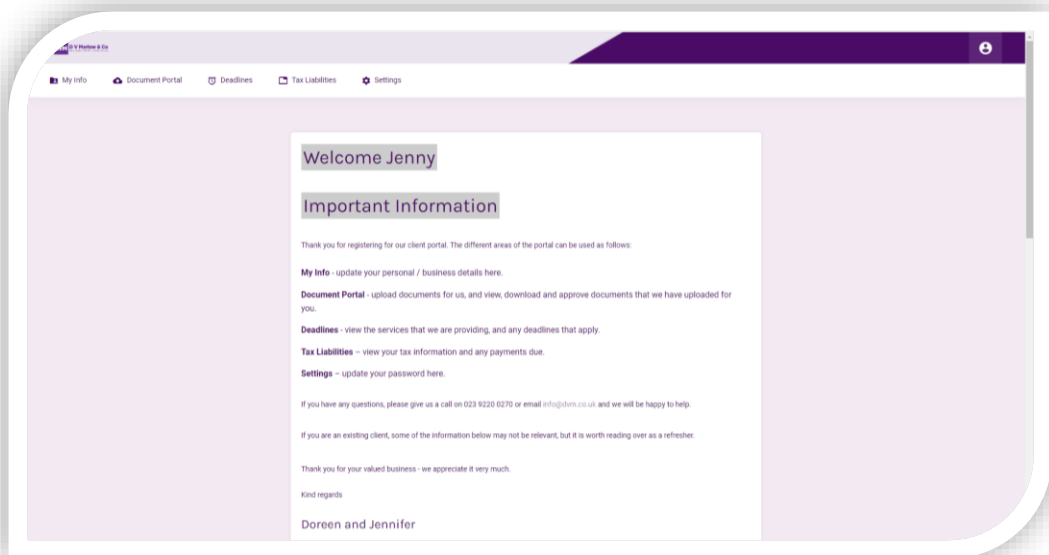
## DVM Client Portal Guide:

### Registering for the DVM client portal

1. You will receive an invitation by email to register for our client portal. Please click the link in the email, fill in your email address and create a unique password.



2. Once you have registered and are logged in, you will see this welcome screen:



3. You can navigate around the portal using the menu headings along the top of the page, as follows:

- **My Info** - update your personal / business details here.
- **Document Portal** - upload documents for us, and view, download and approve documents that we have uploaded for you. You can drag and drop files here, and include a message for us in the notes section.
- **Deadlines** - view the services that we are providing, and any deadlines that apply.
- **Tax Liabilities** – view your tax information and any payments due.
- **Settings** – update your password here.

4. To return to the portal at any time, just head to [portal.dvm.co.uk/signin](https://portal.dvm.co.uk/signin)