

McLaren Hunt Financial Group

SMART PHONE APP



Key features and how to guide on registering and using our app.



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Making accounting easy

At McLaren Hunt Financial Group we always strive to make sure we are across all of the latest technologies and software, so we have created our own app to ensure your dealings with our office can be as easy and seamless as possible.

Key Features

- Digitally sign documents
- Document portal
- Make an appointment
- Receive notifications
- Easy access to government resources



Download the app

You have the freedom to choose your platform.

The app is now available on both major app stores, either do a search for “McLaren Hunt” or alternatively click on the links below:

IPHONE:

<https://apps.apple.com/au/app/mclaren-hunt/id1569282656>

ANDROID:

https://play.google.com/store/apps/details?id=com.app.p8834BI&hl=en_AU&gl=US



Register on the app

To register on the app simply follow the below steps:



Step 1

Click on “i” symbol at the top right-hand side of the screen to register as a user.

Step 2

Select **LOGIN** then click **REGISTER**.

Step 3

Complete Details including creating a password, accept the terms and conditions then select **REGISTER**.

Step 4

A CONFIRMATION CODE will be sent to the registered email address. Enter this code to complete registration. Check your “**JUNK**” mail folder if the email does not appear in your Inbox

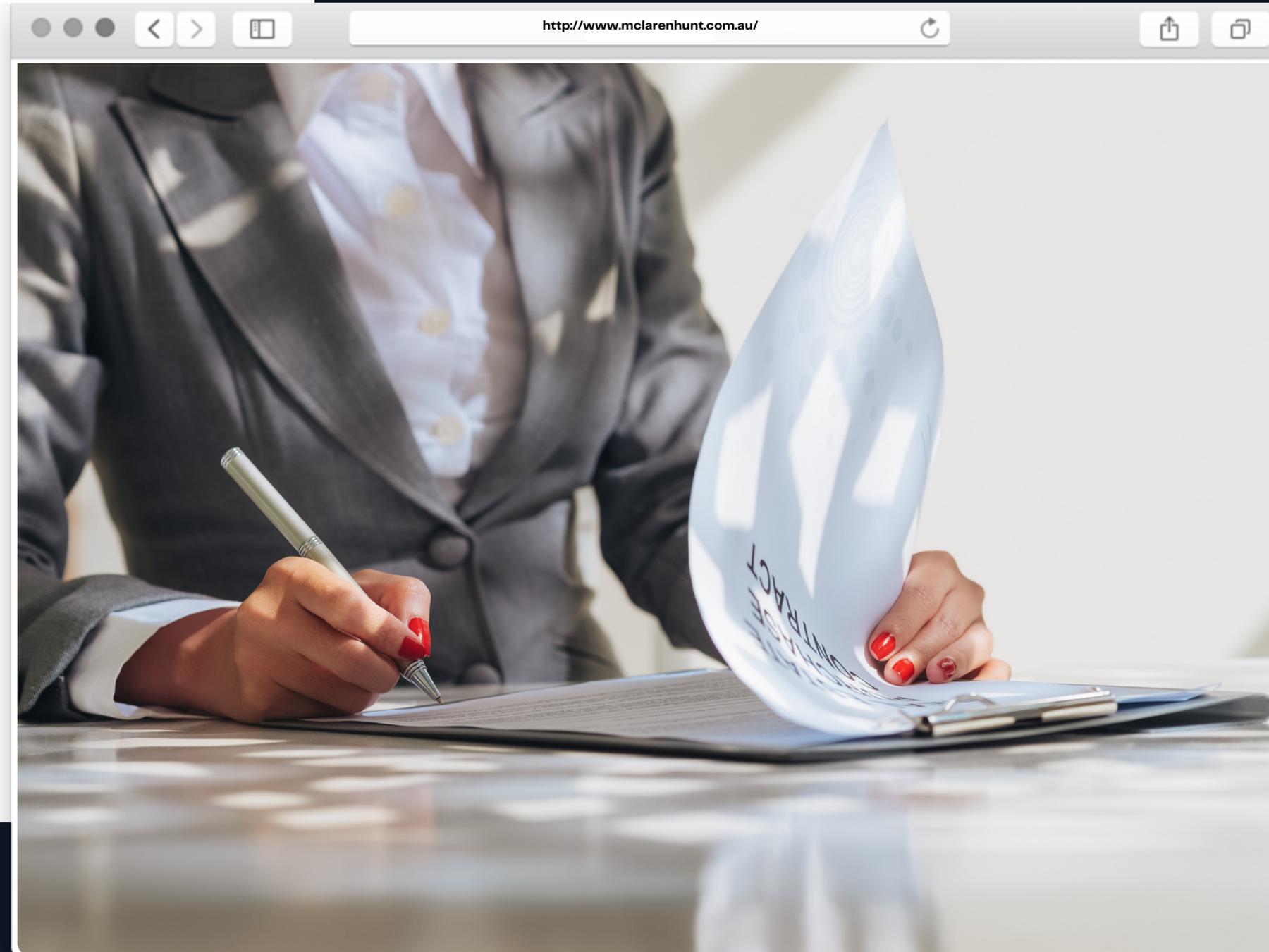
Step 5

Enable “Push Notifications” and subscribe for one or more categories that you would like to receive notifications about – this can be found under Settings.

Signing documents

How to sign client documents on the app

You will receive a notification via the app along with an email to inform you there are documents for you to review and sign.



Signing documents

To securely sign documents simply follow the below steps:



Step 1

Login to the app and select the **MY DOCS** tab.

Step 2

Select **DOCS FOR SIGNING**. Then click on document sitting under the **SECURE DOCUMENTS FOLDER**.

Step 3

Review the document and click on the **GREEN PEN** above the document for electronic signature.

Step 4

Click on the **TICK BOX** and enter your **FULL NAME**. Select **SIGN AND CLOSE**.

Step 5

The document will close and you will be returned to the secure documents screen with a green tick next to the signed documents.



Contact Us

Once McLaren Hunt have received and viewed your signed documents, the document will then appear in the history tab under **My Docs** for future access when needed.

If you need further assistance please do not hesitate to get in touch with us.



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