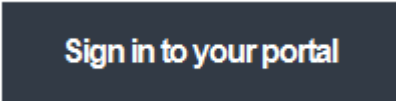


Signing in to the MYOB Client Portal

You will soon receive an email from us with the subject

*“You’ve been invited to join **Colin Cook & Associates**”*

1. Scroll down the email and select **Sign in to your portal** button

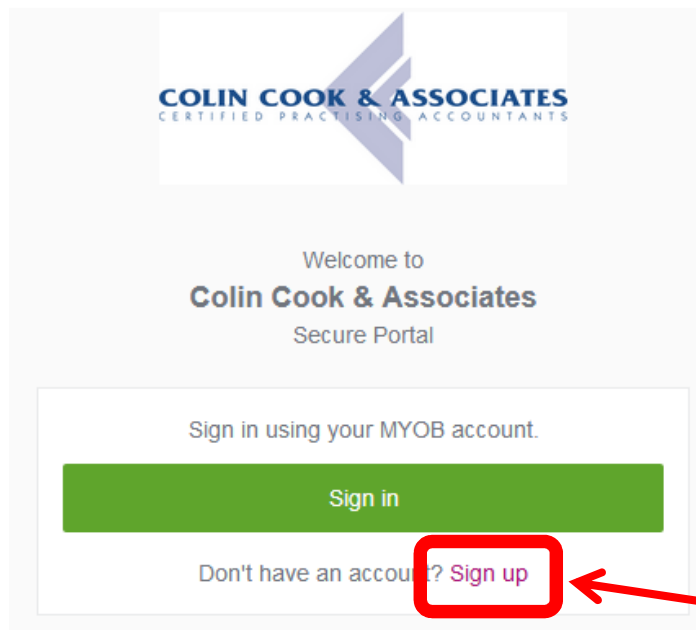


Sign in to your portal

If you already have a MYOB or Google sign in, select **Sign In**

If you don’t already have either of these logins already set up, follow the instructions below

2. At the bottom of the login selection page, click the
Don’t have an account? **Sign up** hyperlink to the question.



You will be directed to a Sign up for an MYOB account page.

3. Enter your email address (must be the same email address that the invitation was sent to)

myob
Sign up to MYOB

Email
youremail@westnet.com.au

Password
[Password field with 8 dots] Show

Your new password must contain:

- 8 characters
- 1 uppercase letter
- 1 digit
- 1 lowercase letter

Strength: **Very strong**

Sign up

[Already have an MYOB account?](#)

Create a password containing the criteria listed. *It is best practice to use a combination of letters (upper and lower case) and numbers to ensure the strength of your password is **Very strong**.*

4. Click on Signup
5. Re-enter your password.
6. Click Submit.
7. Return to the portal login selection page, <https://ccanda.portal.accountants/login>
8. Click Login with MYOB and then enter the details you've just created.
9. Keep your password safe.

Click on this link for further instructions on how to sign into the portal and get started
<http://help.myob.com/wiki/display/CP/Home>

Please contact Jenny Coad on 9240 6800 or jenny@ccanda.com.au if you need assistance setting up or logging in. Jenny is in the office on **Wednesdays and Thursdays** and will only be available at these times.