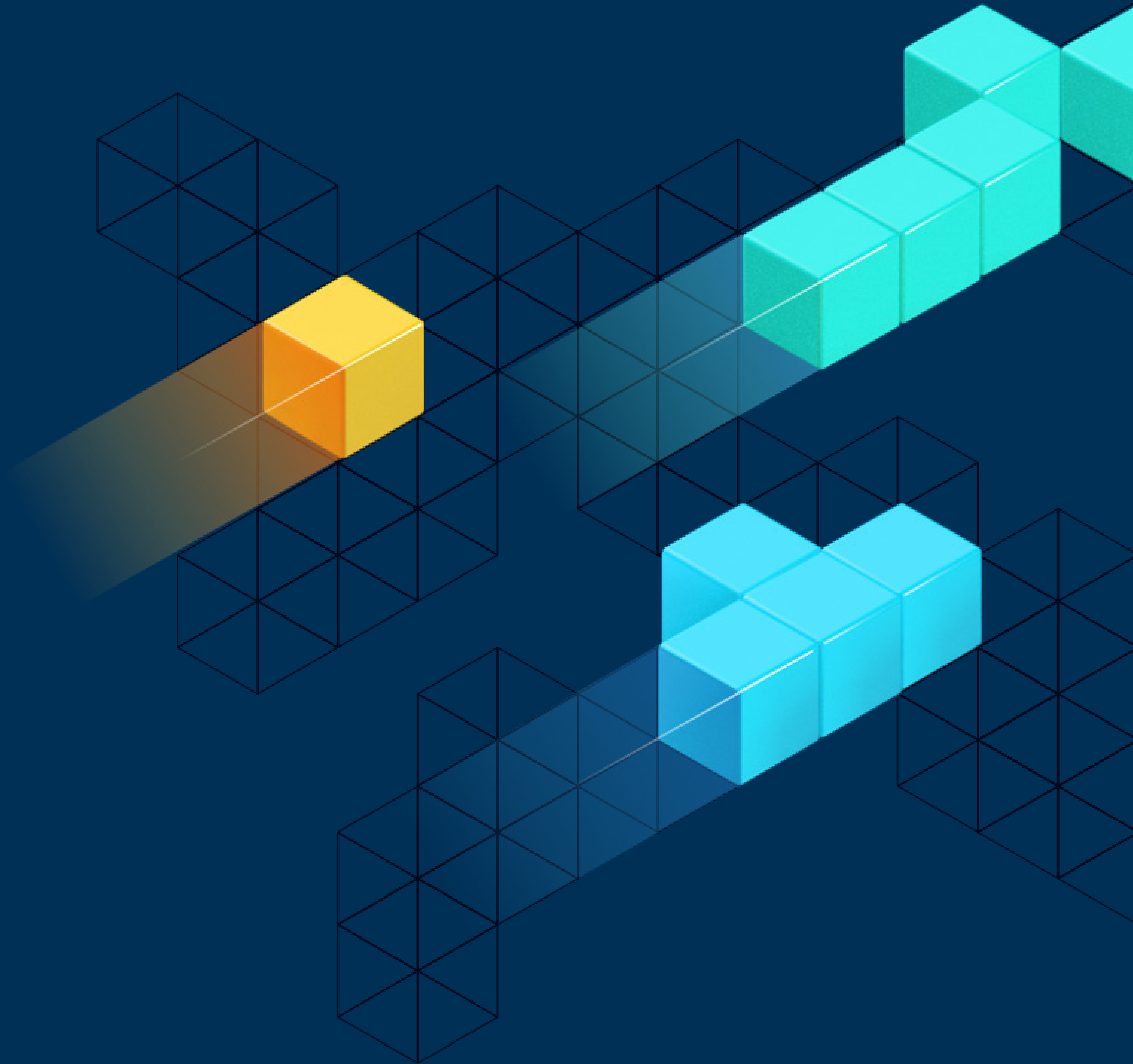
GUIDE DOCUMENTATION

Getting started

A guide for Accountants setting up their Modulr Dashboard access



Contents

This guide explains how to get signed in and set up on the Modulr Accountant's Platform.

Before you start

***Authy* authentication app**

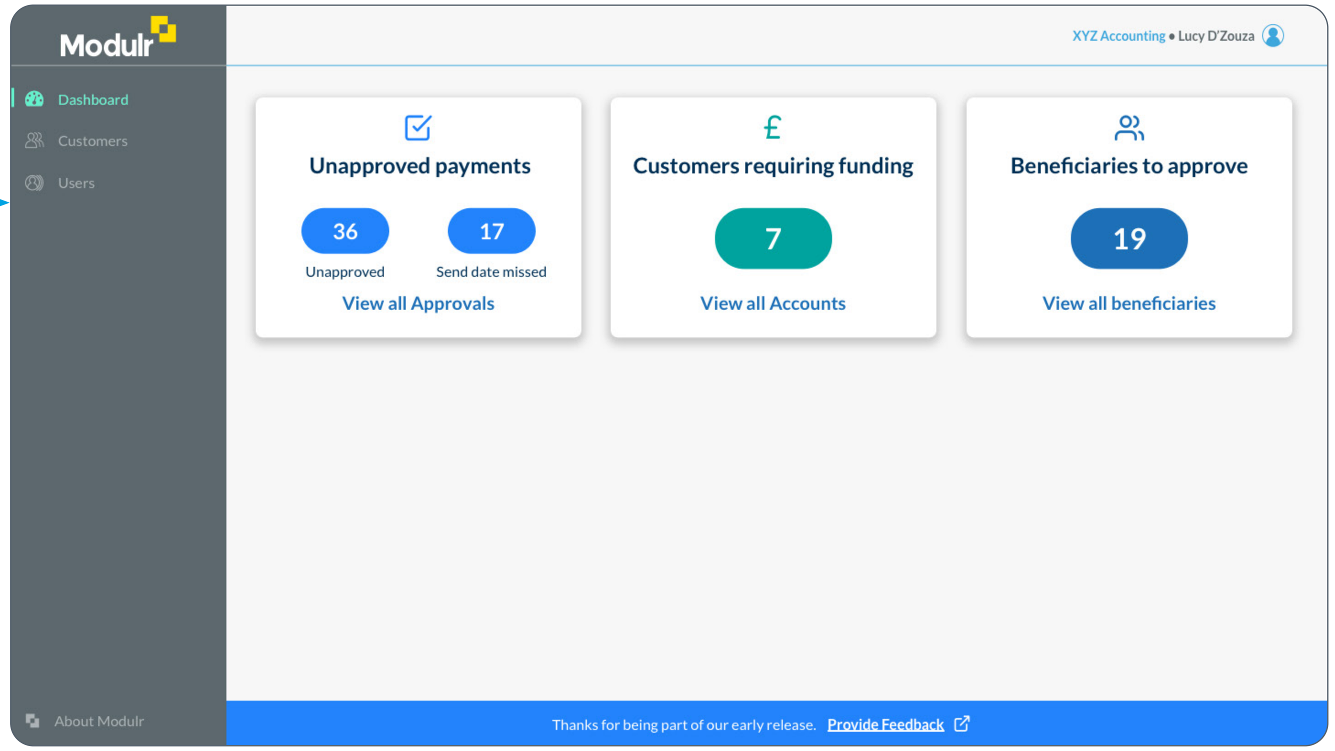
It's a good idea to download, install and register the '**Authy**' authentication app from your app store **before** you begin setting up your access.

AUTHY | Download on the App Store | GET IT ON Google Play

Types of access

There can be two different types of view if you are an accountant.

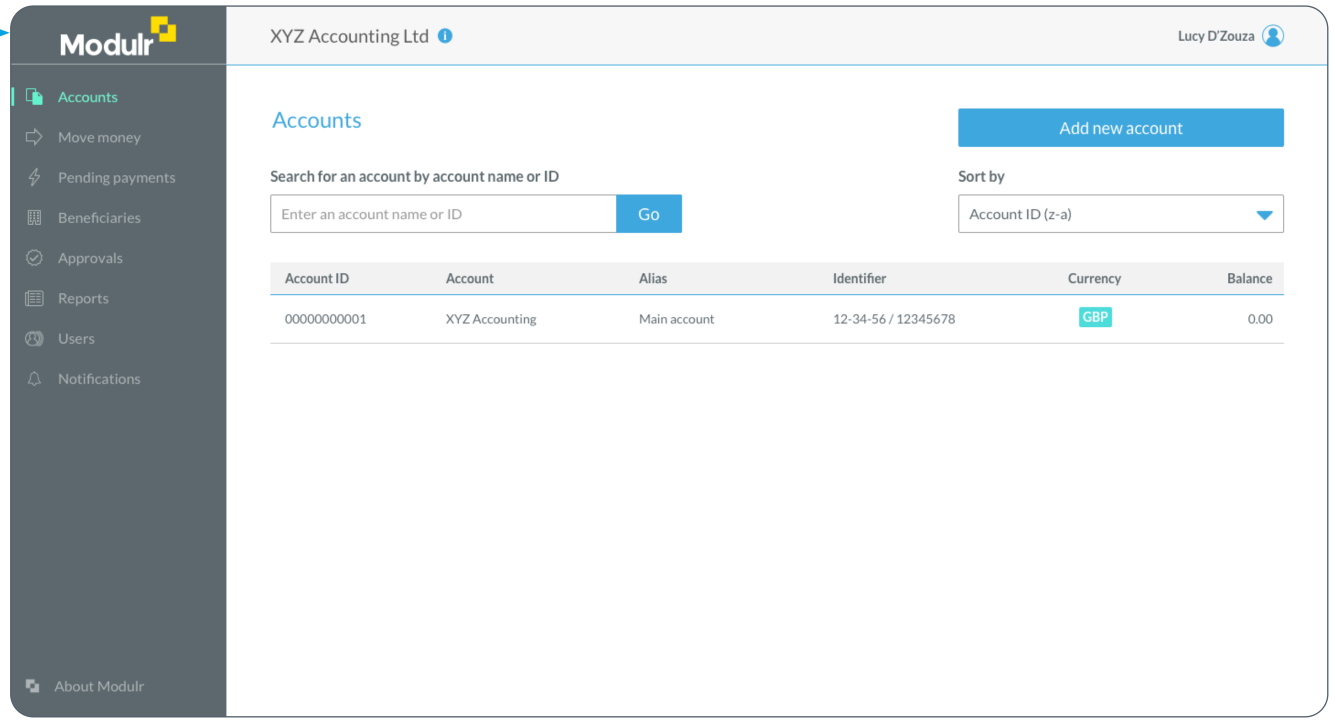
Accountant Dashboard



With your *Accountant Dashboard* access, you'll be able to view and manage all your clients' accounts. Your clients will need to link to **you** when they get set up – using your Delegate reference number (pg 13) in order for their accounts to appear on your dashboard.

The *Accountant Dashboard* access shows a dashboard when you first sign in. If you have accounts of your own as a client, you can also manage them in this view once you've linked them.

Accountant as a Client



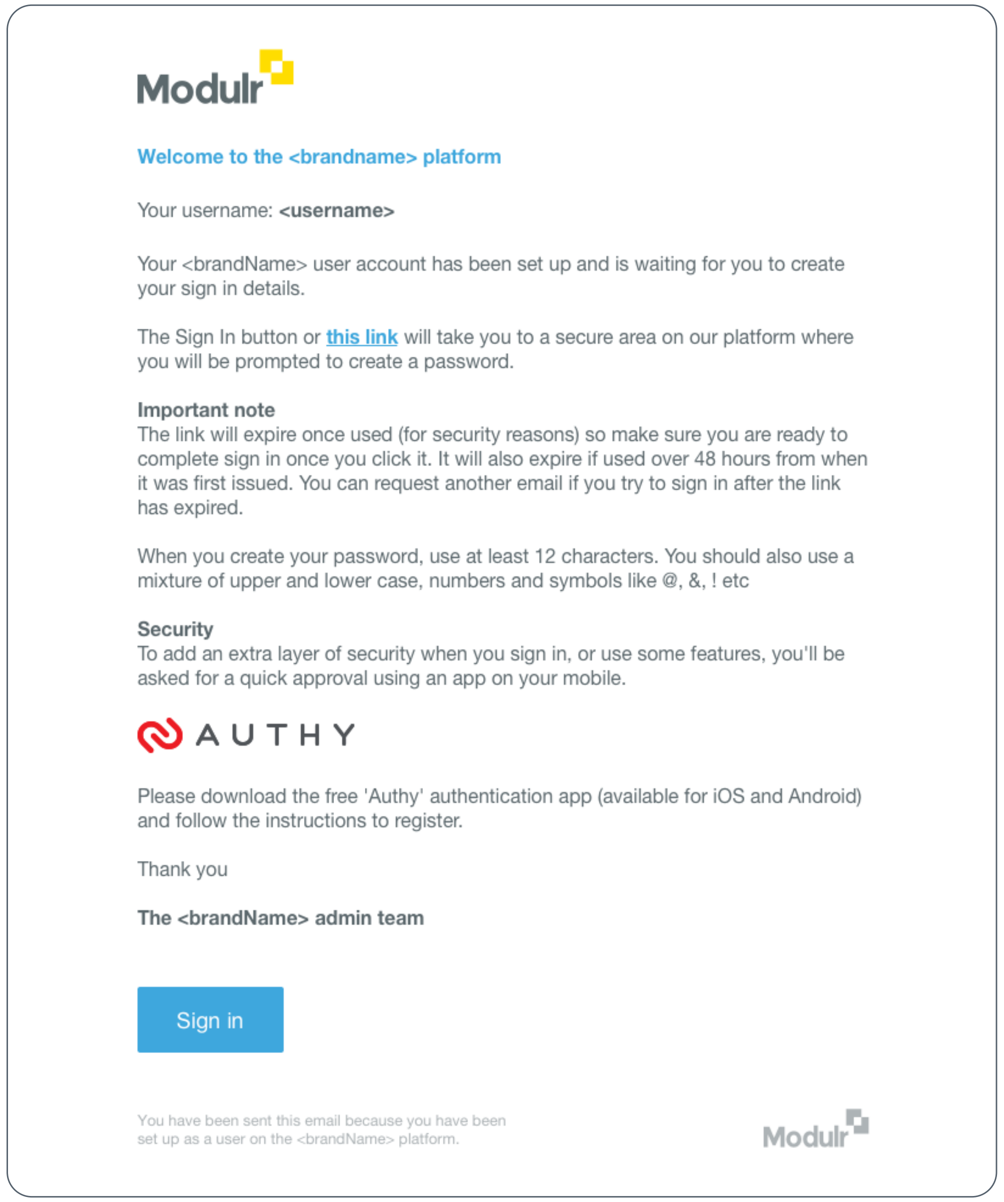
If you also have Modulr access as a Client, where you manage your own accounts, you can set things up so that you can see these accounts in your *Accountant Dashboard* access view in the same way you would see your Clients.

Set up your *Accountant Dashboard* access first (pgs 4-6). The next step is to link your own accounts to your *Accountant Dashboard* access, so you can view and manage them alongside your clients, all with one sign in (pgs 13-15).

Setting up your access

You'll receive a 'welcome' email from us which will direct you into the portal in order to set up your access.

1



Modulr

Welcome to the <brandname> platform

Your username: **<username>**

Your <brandName> user account has been set up and is waiting for you to create your sign in details.

The Sign In button or this link will take you to a secure area on our platform where you will be prompted to create a password.

Important note
The link will expire once used (for security reasons) so make sure you are ready to complete sign in once you click it. It will also expire if used over 48 hours from when it was first issued. You can request another email if you try to sign in after the link has expired.

When you create your password, use at least 12 characters. You should also use a mixture of upper and lower case, numbers and symbols like @, &, ! etc

Security
To add an extra layer of security when you sign in, or use some features, you'll be asked for a quick approval using an app on your mobile.

AUTHY

Please download the free 'Authy' authentication app (available for iOS and Android) and follow the instructions to register.

Thank you

The <brandName> admin team

Sign in

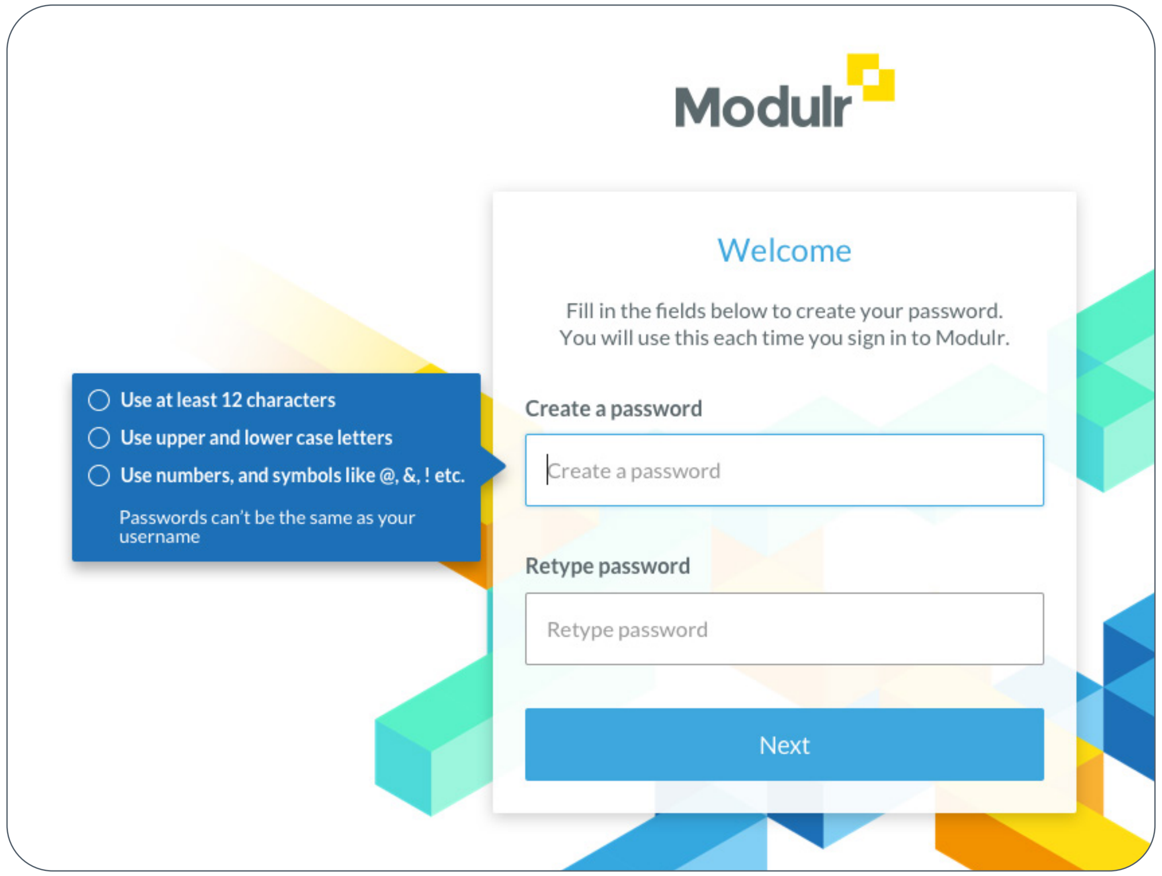
You have been sent this email because you have been set up as a user on the <brandName> platform.

Modulr

Welcome email.

Select *'Sign in'*

2



Create a password

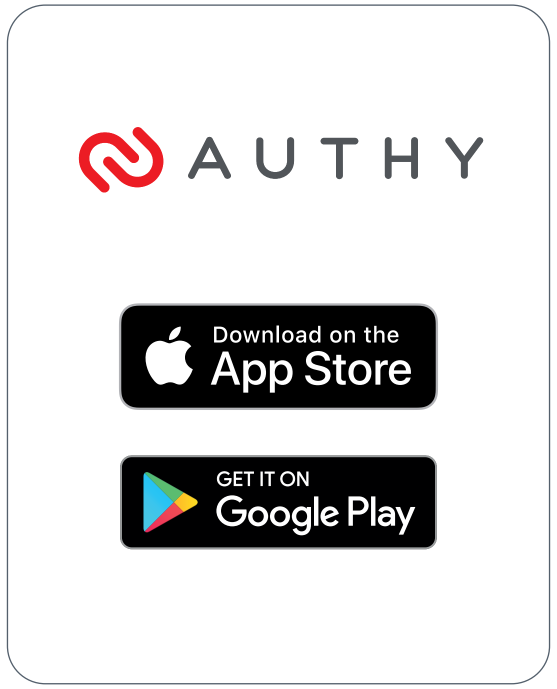
Password requirements:

- Use at least 12 characters
- Use upper and lower case letters
- Use numbers, and symbols, like @, &, ! etc
- Passwords can't be the same as your username.

Setting up *Authy* and signing in

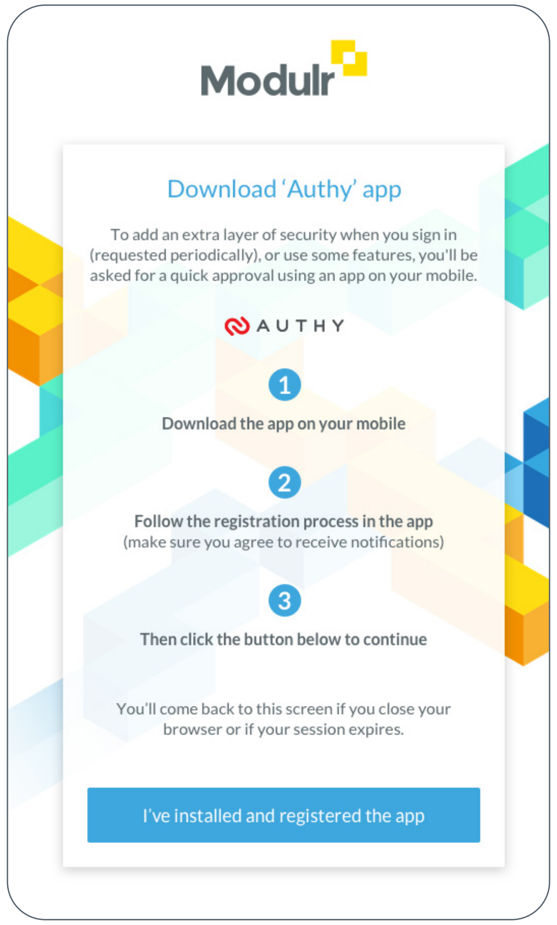
You'll then need to set up the 'Authy' authentication app using your phone, and then sign in to the portal.

3



Download and register in the 'Authy' app (available for iOS and Android)

4



Follow the steps to set up Authy in the Modulr platform

Select 'I've installed and registerd the app'

5

After the Authy setup, sign in with the password you created in step 2

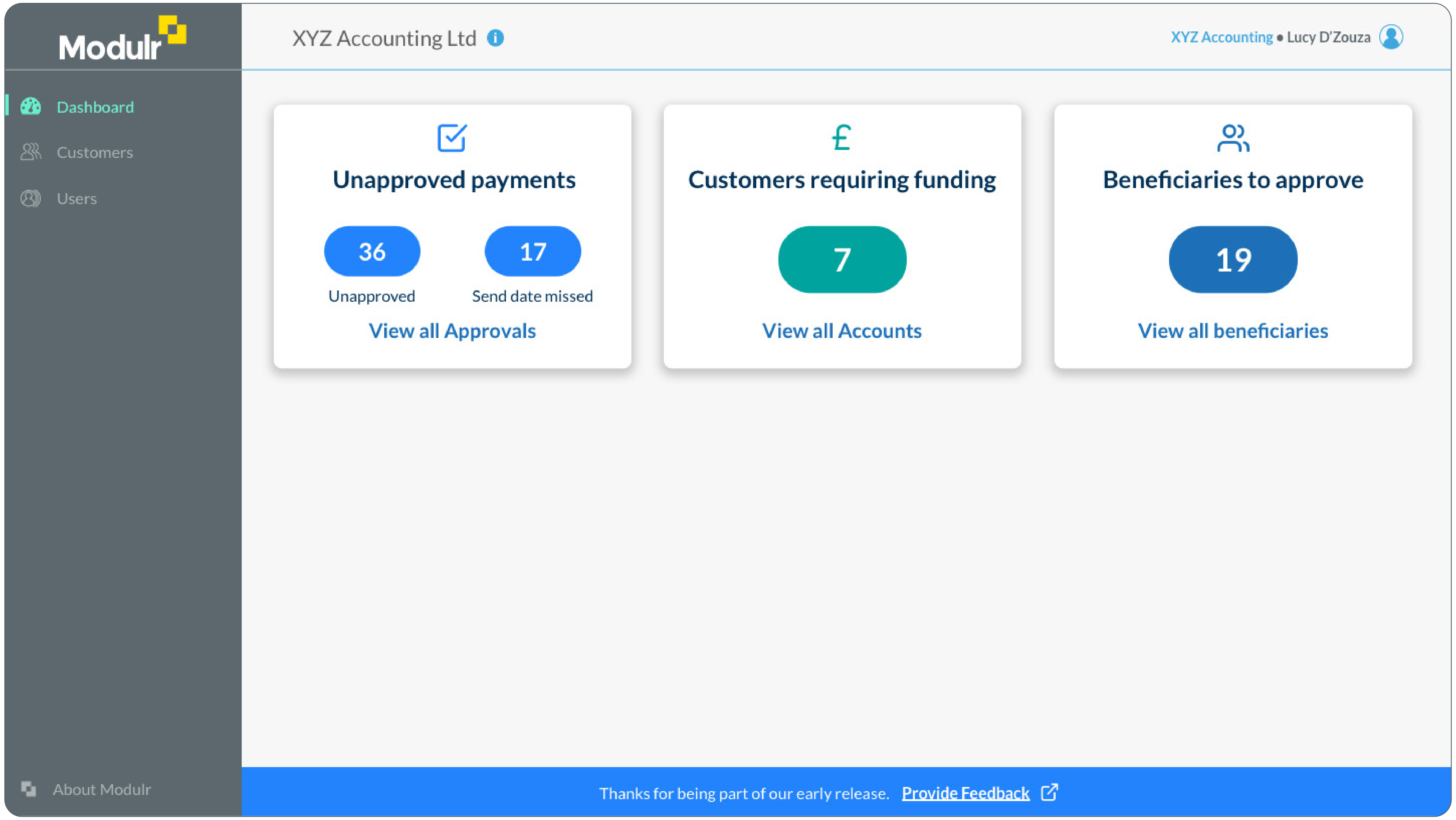
Then select *'Sign in'*

'Authy' app

Authy is an authentication app we use in conjunction with the Modulr platform to ensure tighter security when signing in and performing certain actions around the portal.

Accountant Dashboard access: The dashboard view

After signing in, you'll land on the dashboard in the Modulr portal.



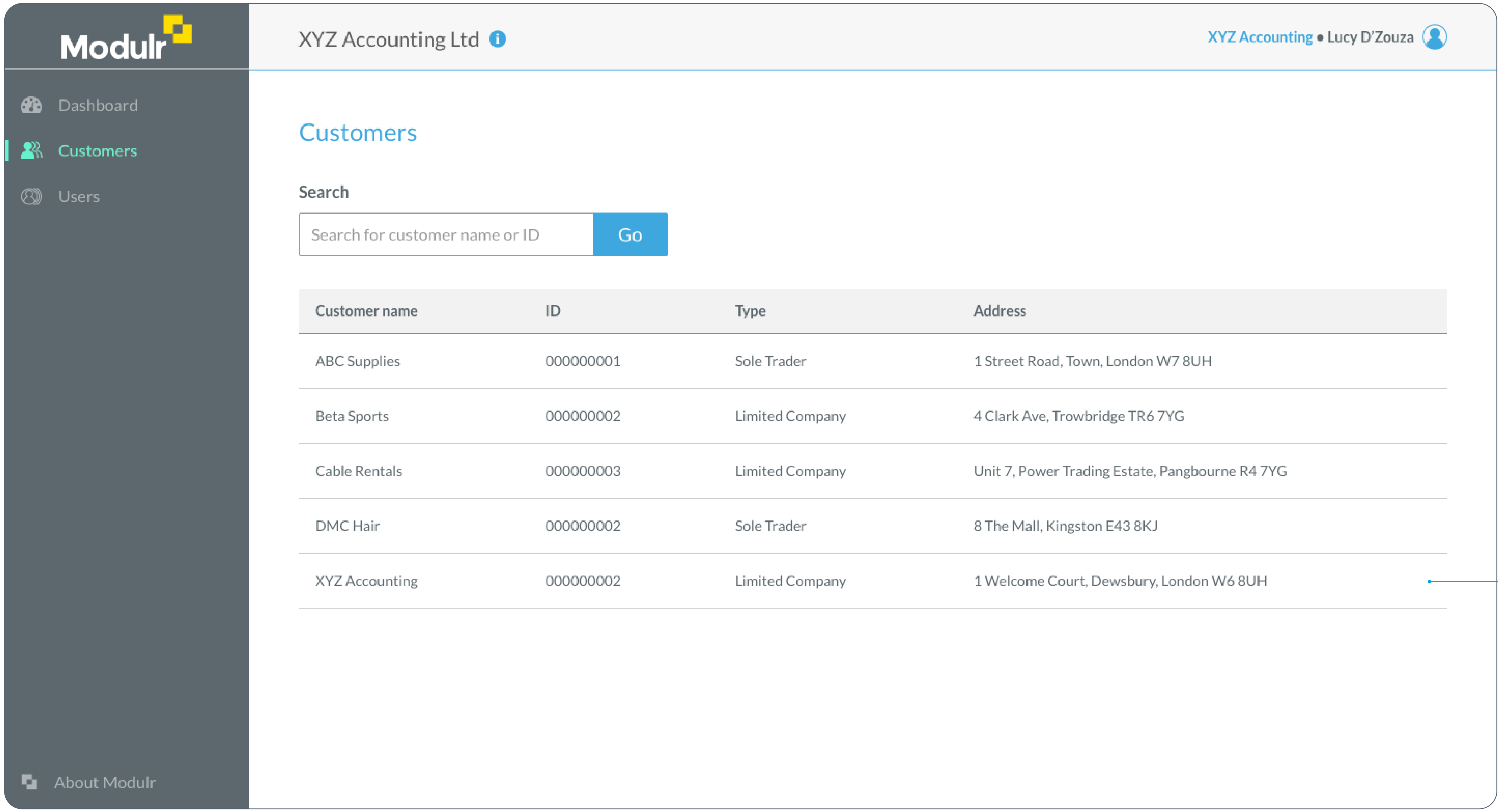
Coming soon

The dashboard view you'll see is a work in progress. We have plans to incrementally add more features as we progress through our development roadmap.

Accountant Dashboard: Your clients

Your clients use their access to link to you, once they've done that, you'll see them in your 'Customer's list.

> **When your clients link to you**
> Your clients will need your **Delegate Reference Number** – see page 13.



Customer name	ID	Type	Address
ABC Supplies	000000001	Sole Trader	1 Street Road, Town, London W7 8UH
Beta Sports	000000002	Limited Company	4 Clark Ave, Trowbridge TR6 7YG
Cable Rentals	000000003	Limited Company	Unit 7, Power Trading Estate, Pangbourne R4 7YG
DMC Hair	000000002	Sole Trader	8 The Mall, Kingston E43 8KJ
XYZ Accounting	000000002	Limited Company	1 Welcome Court, Dewsbury, London W6 8UH

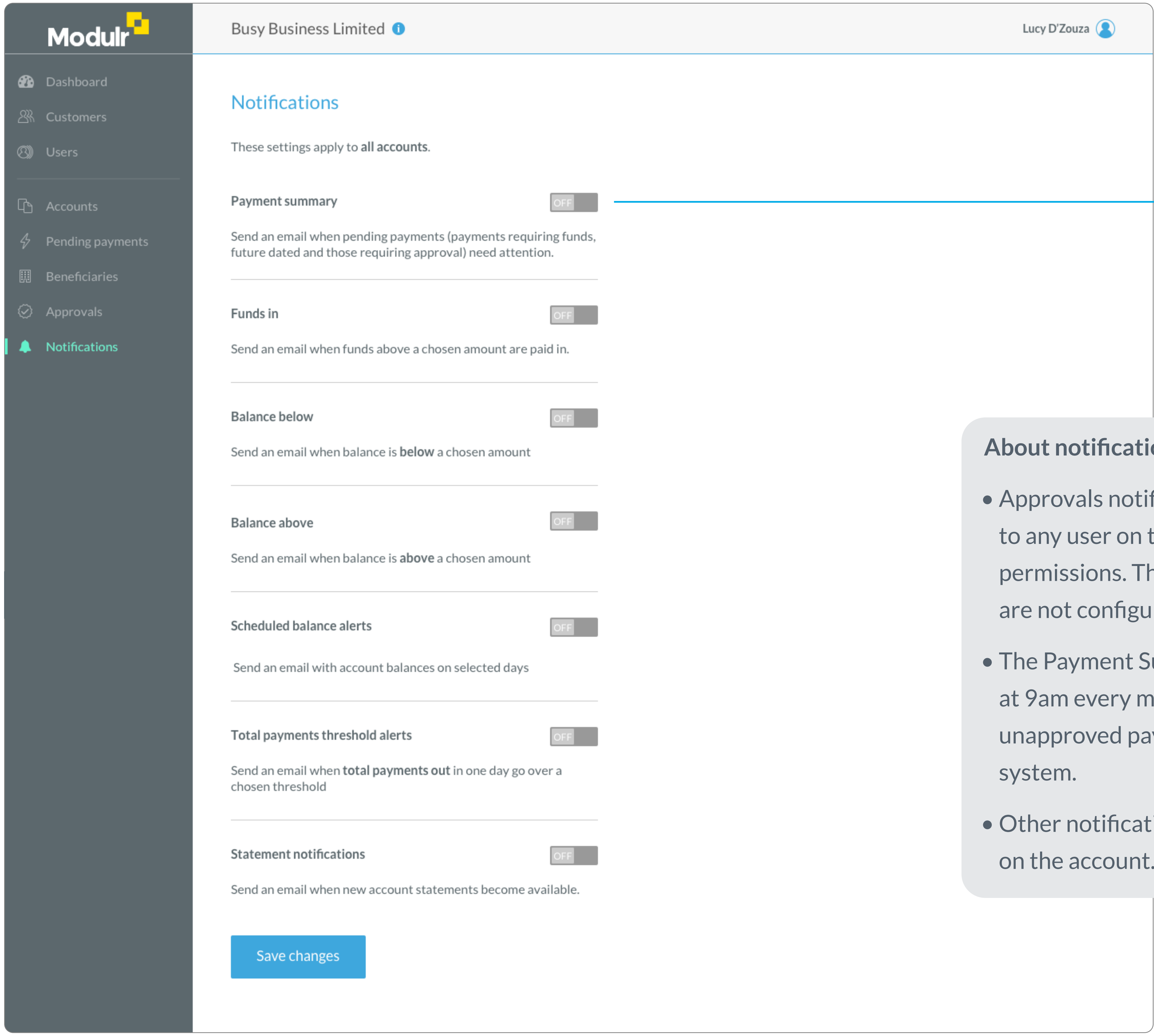
Your clients

Your business, as a client, will also appear in this list after you've linked your business's access to your accountant access.

Notifications from your clients' accounts

Go to the Notifications setup screen when a Customer is selected to manage various email notifications about activity on their accounts.

When a Customer is selected, select Notifications in the side menu to see the various notification settings available for that customer.



Notifications are individually turned on and off

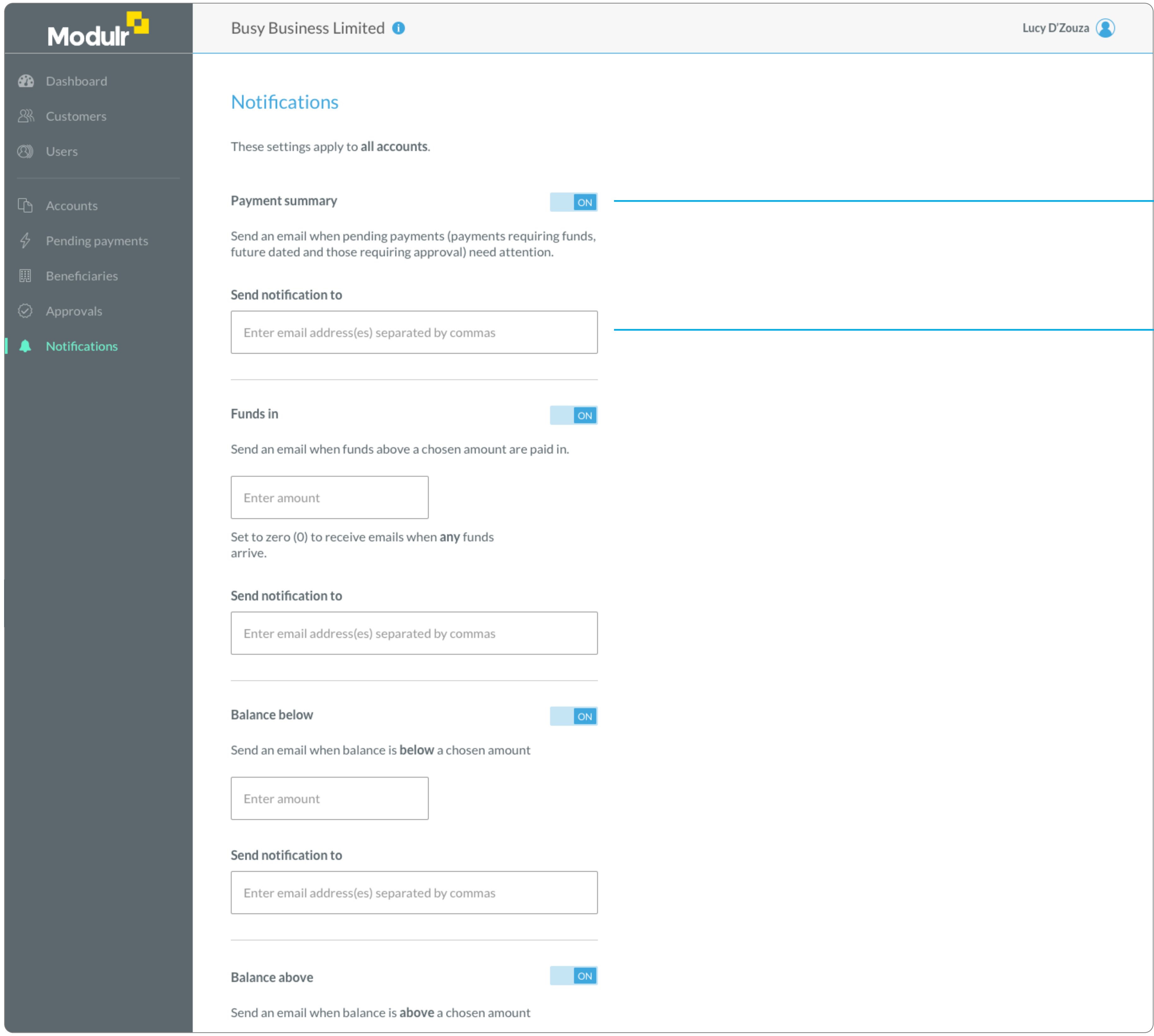
The default is all OFF (except Approvals notifications)

About notifications

- Approvals notifications are **automatically** sent to any user on the customer that has Approval permissions. These are sent daily at 9am and are not configurable by users.
- The Payment Summary notification is sent at 9am every morning when there are active unapproved payments or beneficiaries in the system.
- Other notifications are sent as events happen on the account.

Notifications recipients

Switch on each notification individually and enter email addresses for the recipients of that customers' notifications.



Switch the notification on to reveal the settings

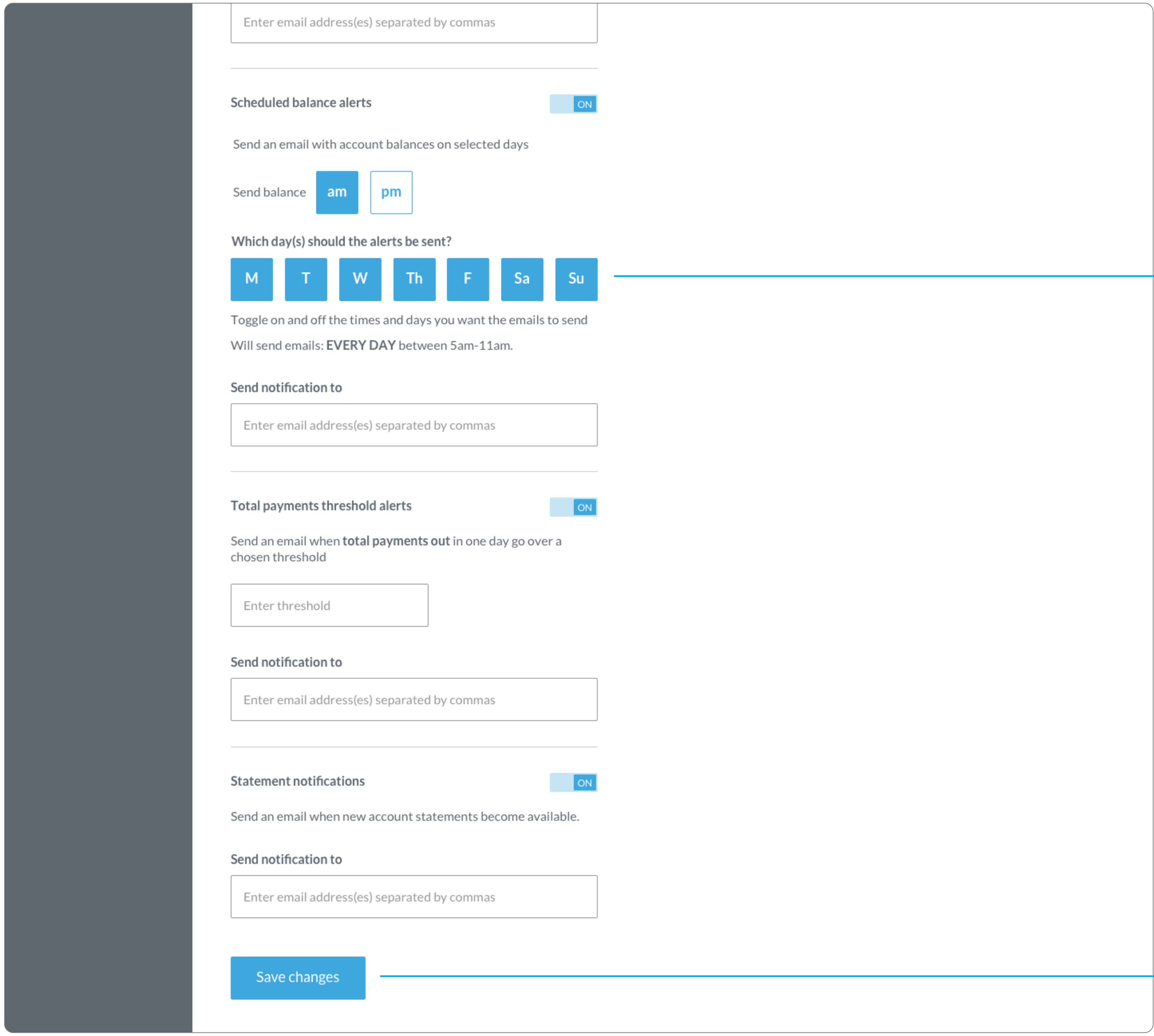
Enter email addresses of whoever needs to receive the notification email

ON/OFF is the same for all users of this customer, but individual email addresses can be added/removed.

Email addresses don't have to be Modulr users but obviously they won't be able to sign in from the link in the email.

Notifications – Scheduled Balance Alert

The Scheduled Balance Alert can be configured with a time slot and a day to receive the notification.



For Scheduled balance alerts, users can choose when the emails are sent

Click to save settings

Notifications details

A summary of each notification's content and when they are sent

Email name	Description	Contains	When sent
Payment summary	Summary of Pending Payments across all accounts	• Summary of numbers of pending payments and their value • Date/time when email is sent • Number that are waiting for funds + value • Number that are future dated (for tomorrow) + value • Are due to expire tomorrow	Sent each morning at 9am if accounts have items pending Sent day before future dated payments are due to send Sent day before payments that are due to expire
Approvals	Summary of payments and beneficiaries that require approval	• Customer name • Date and time • Number of payments awaiting approval + value • Number of beneficiaries awaiting approval	Whenever there are approvals outstanding. Sent at 9am each day Automatically sent – only sent to users with admin+approver rights (can't add other email addresses)
Pay in	Receive a notification when a payment above a user-defined amount is received into an account	• Customer name • Account alias(s) • Amount paid in • Reference(s)	On event When an account receives a pay-in above the user-defined amount
Balance below	Receive an email when a balance falls below a user-defined amount	• Customer name • Account alias(es) • Balance(s) • Date and time	On event When an account's balance falls below the user-defined amount
Balance above	Receive an email when a balance goes above a user-defined amount	• Customer name • Account alias(es) • Balance(s) • Date and time	On event When an account's balance goes above the user-defined amount
Scheduled balance alert	Receive an email containing account balances on user-selected day(s)	• Customer name • Account alias(es) • Account ID(s) • Balance	Scheduled by user
Statement notifications	Receive an email when a new statement is downloadable	• Customer name • Number of accounts statements are available for	On event Sent when statement is available at the beginning of each month.

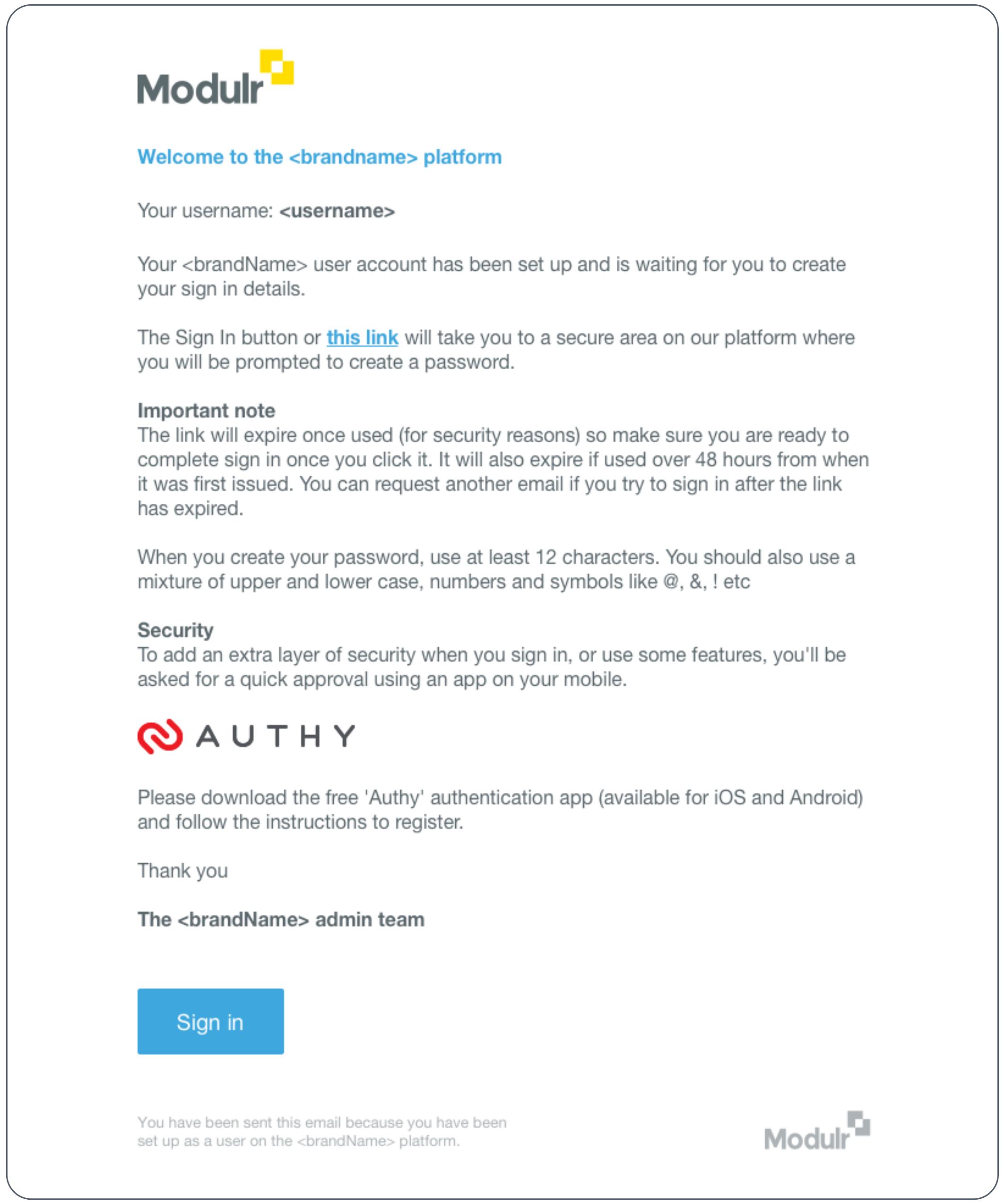
Accountant Dashboard access: Available features

This is a summary of the features available with your *Accountant Dashboard* access.

Feature	Description
Dashboard	View pertinent data across all of your customers about activity on their accounts
View your Customers	See all your Customers in a list, select the Customer you wish to view.
View customer accounts	See all customers' accounts you have access to and their balances.
View individual accounts	View individual account details and transactions, and manage their nickname and statements. You can also search and filter transactions on the account.
Add new accounts	Create any number of new accounts you want, with an individual sort code and account number
Make payments	Send money to saved beneficiaries you have set up and transfers between a customers' accounts
Create payment rules	Set up rules on accounts to automatically split incoming payments to other destinations, or sweep accounts at a given time. You can also set up a secondary funding account to make payments from if the sending account has insufficient funds.
Pending payments	View payments that have not yet sent due to being scheduled for a future date, waiting for an approval or waiting for funds. Failed payments will also be viewable.
Manage Beneficiaries	Create new, or view and manage all the beneficiaries you have set up
Approve payments and new beneficiaries	View and approve (pending +approver permission) any payments waiting for an approval before they are sent, or newly created beneficiaries before they are active.
Download reports	Download a spreadsheet of all transaction activity or user actions
Manage users	Create, delete and manage other users who have access to your accounts (pending 'Admin' permission)
Set up notifications	Set up and control notifications for a variety of activity

Setting up your *Accountant as a Client* access

You'll receive a separate 'welcome' email from us which will direct you into the portal in order to set up your access as a *Client*.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When you create your password, use at least 12 characters. You should also use a mixture of upper and lower case, numbers and symbols like @, &, ! etc

Security
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AUTHY

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Thank you

The <brandName> admin team

Sign in

You have been sent this email because you have been set up as a user on the <brandName> platform.

Modulr

You'll follow the same steps as you did when setting up your ***Accountant Dashboard*** access (pages 4-5).

When you sign in, you'll see a slightly different view –a list of just your own account(s), and your company name at the top rather than the Dashboard view (see next page).

If you won't be setting your Accountancy Practice up as a Client with your own accounts, you can ignore the next sections.

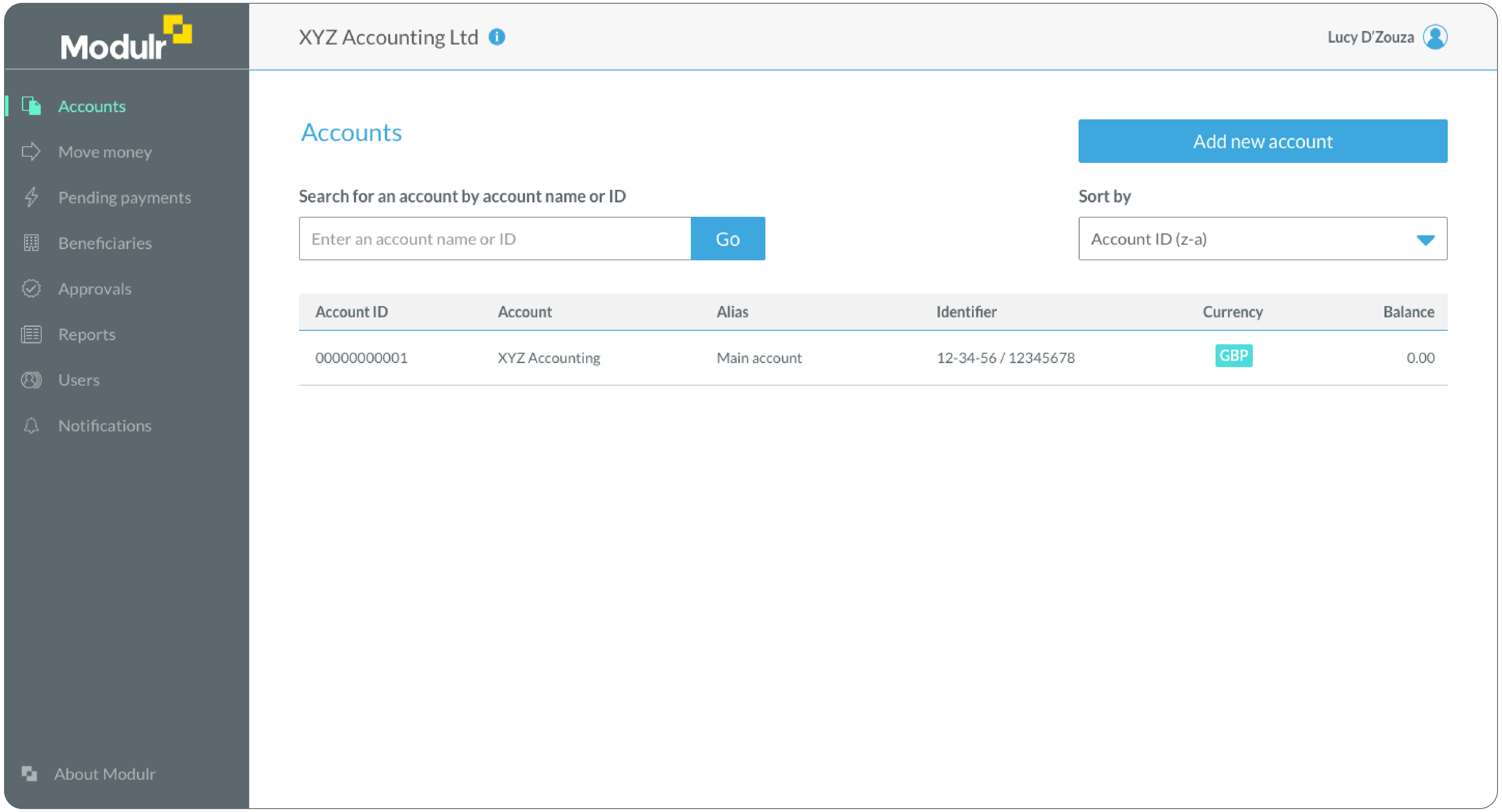
Linking your own account(s) to your *Accountant Dashboard* view

Follow the steps on pages 13- to learn how to link your own account(s) to your *Accountant Dashboard* access.

Then, next time you sign in with your *Accountant Dashboard* access, you'll see your company accounts listed under 'Customers' alongside your Clients.

Accountant as a Client access: Landing screen

After signing in with your Accountant as a Client access, you'll land on a view that shows just your own account(s).



Accountant as a Client: Available features

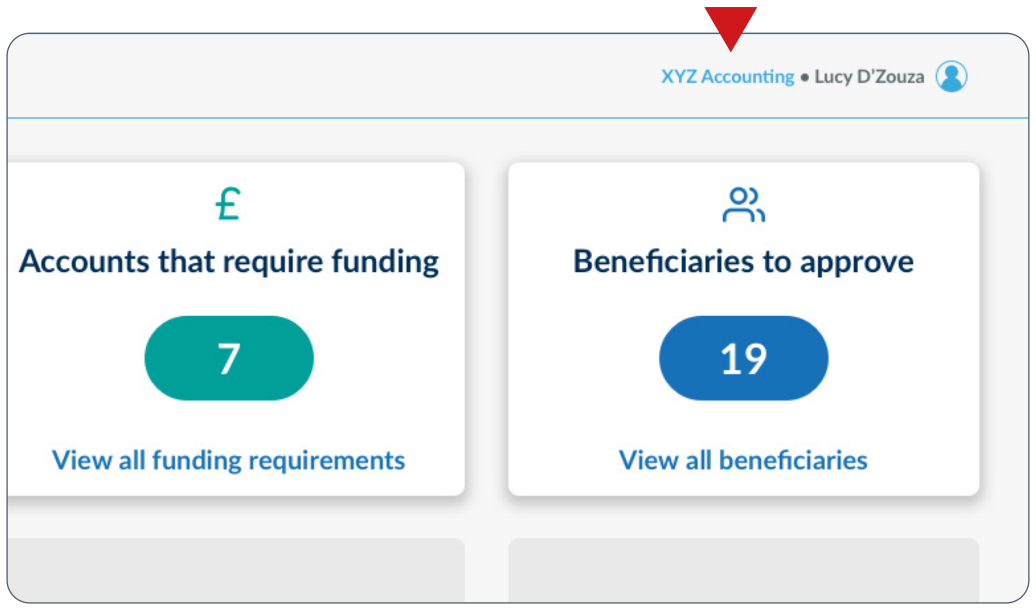
This is a summary of the features available with your *Accountant as a Client* access.

Feature	Description
View your accounts	See all accounts you have access to and their balances.
View individual accounts	View individual account details and transactions, and manage their nickname and statements. You can also search and filter transactions on the account.
Add new accounts	Create any number of new accounts you want, with an individual sort code and account number
Make payments	Send money to saved beneficiaries you have set up and transfers between your accounts
Create payment rules	Set up rules on your accounts to automatically split incoming payments to other destinations, or sweep accounts at a given time. You can also set up a secondary funding account to make payments from if the sending account has insufficient funds.
Pending payments	View payments that have not yet sent due to being scheduled for a future date, waiting for an approval or waiting for funds. Failed payments will also be viewable.
Manage Beneficiaries	Create new, or view and manage all the beneficiaries you have set up
Approve payments and new beneficiaries	View and approve (pending +approver permission) any payments waiting for an approval before they are sent, or newly created beneficiaries before they are active.
Download reports	Download a spreadsheet of all transaction activity or user actions
Manage users	Create, delete and manage other users who have access to your accounts (pending ‘Admin’ permission)
Set up notifications	Set up and control notifications for a variety of activity

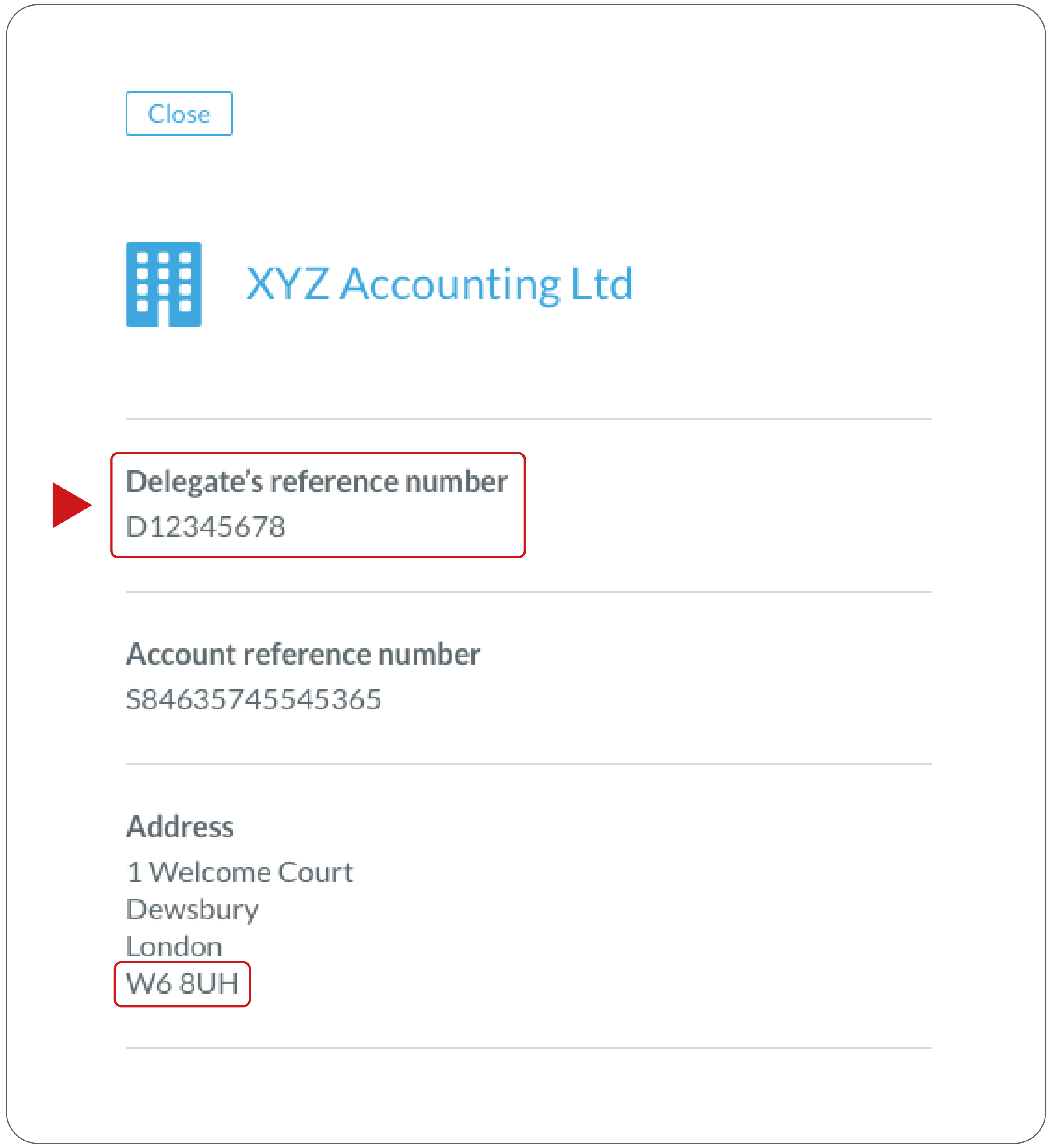
Linking your own accounts to your *Accountant* access

Once you've set up both your *Accountant Dashboard* and *Accountant as a Client* access, follow these steps to link the two. This will result in your own accounts appearing in the *Accountant Dashboard* alongside your clients.

1. Sign in with your Accountant Dashboard access. To locate your **Delegate Reference Number** and **postcode** – select your business name in the top right of your ***Accountant Dashboard.***



2. Your **Delegate Reference Number** and **postcode** are displayed on the page that opens. Make a note of these.



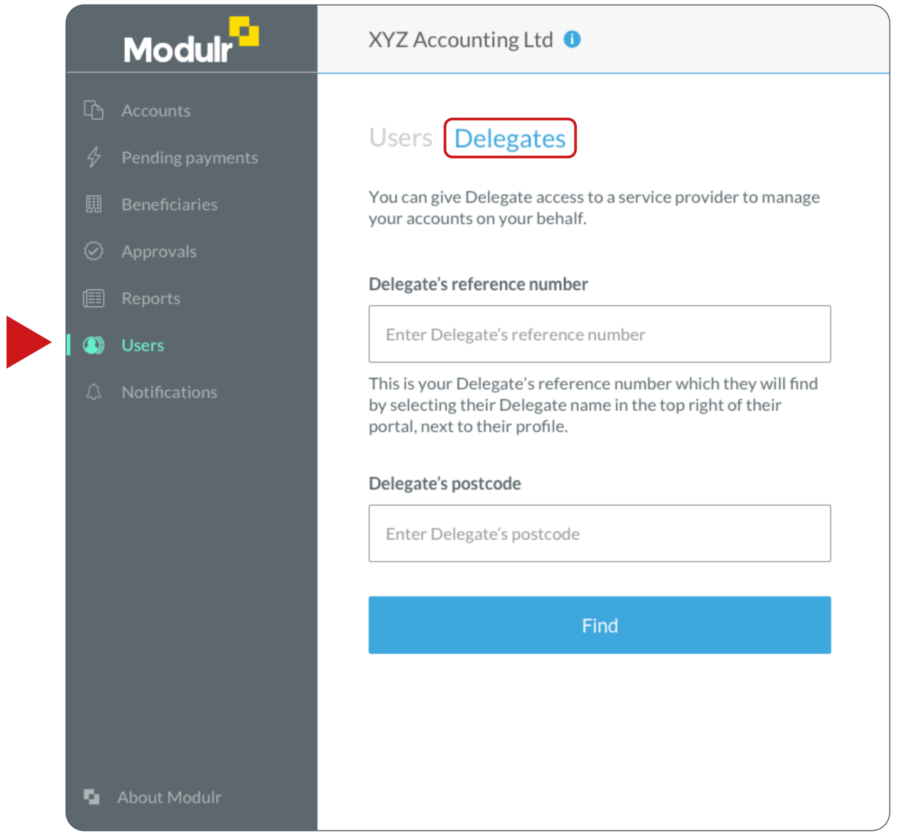
Linking your own accounts to your *Accountant* access

Once you've made a note of your Delegate Reference Number, sign in with your *Accountant as a Client* access and follow the steps below.

3 Navigate to 'Users' in the side menu and select the 'Delegates' tab.

Enter your **Delegate Reference Number** in the top field, plus your **postcode** in the field below.

Note only Admin level users can see this in the menu.

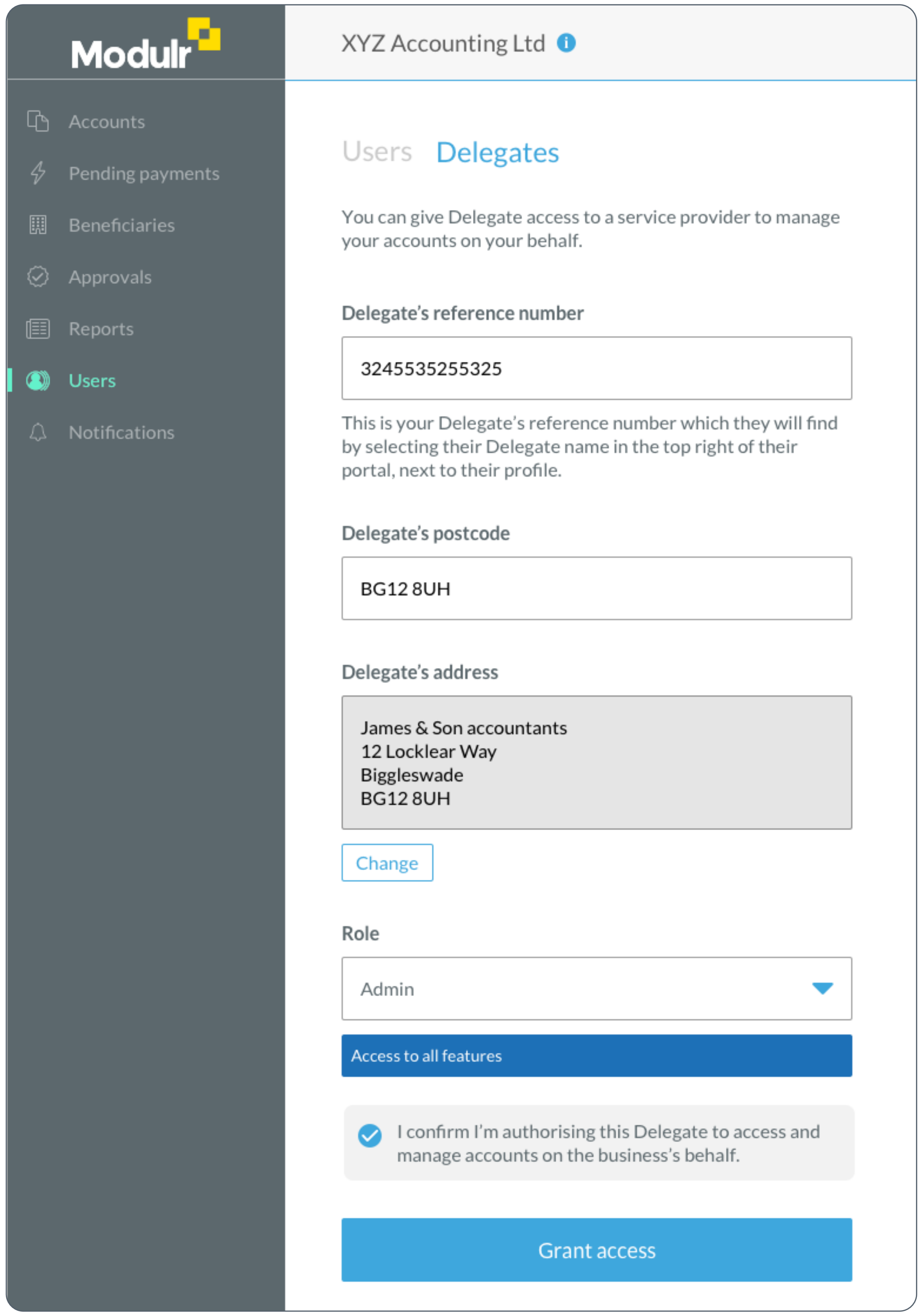


4 When you select 'Find', you should see your Business displayed.

Select the access level you want to give yourself and select the check box to confirm authorisation.

Note: You can only assign a Delegate role of the same permission, or lower, than yourself.

Now select 'Grant Access'.



Assigning a role level to a Delegate

You can control what level of access your Delegate entity has to your own accounts when you assign a role during the linking process.

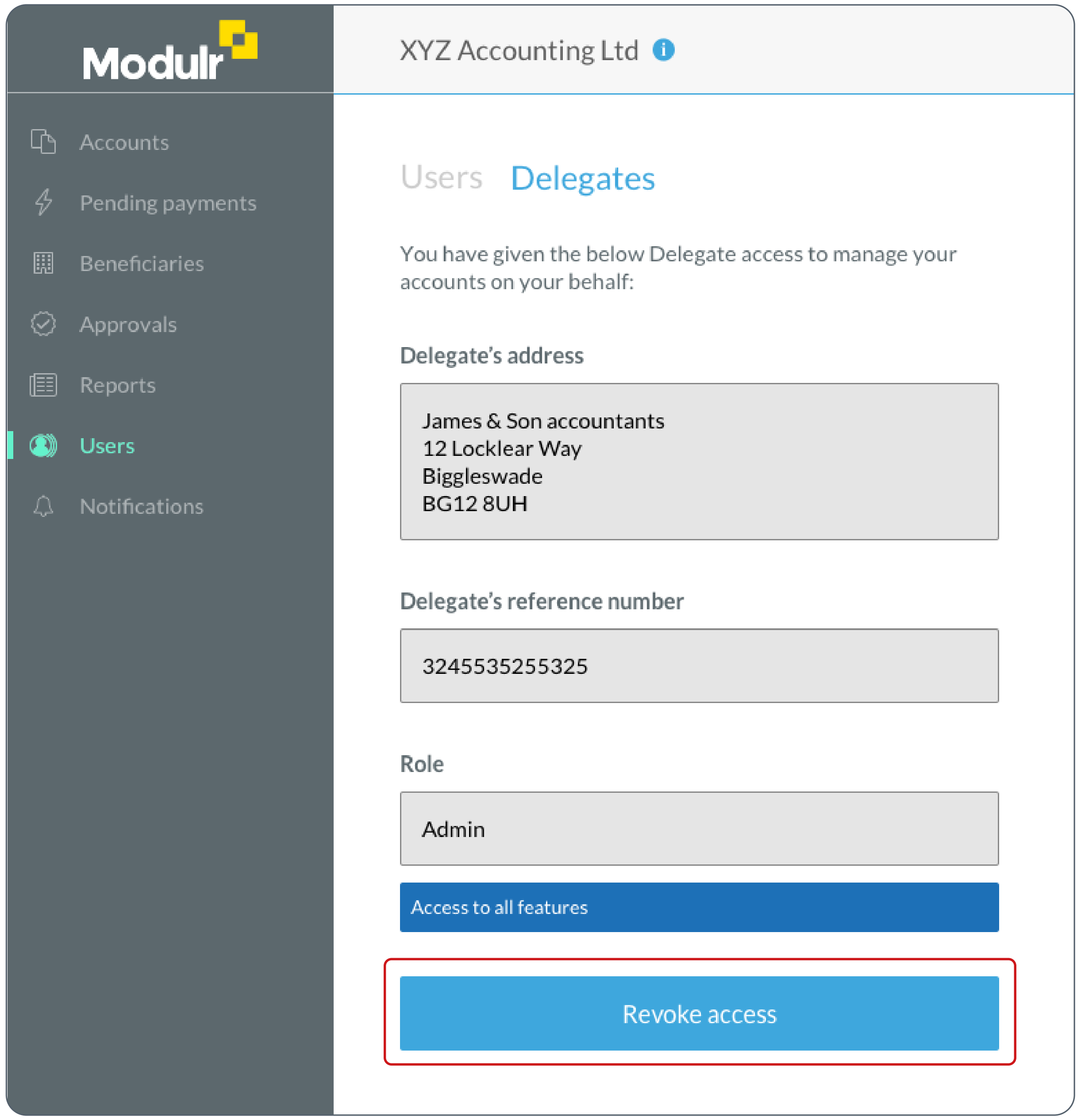
When linking to your Accountant Dashboard access from your Accountant as a Client access, you assign a maximum role level of access meaning that any user on your Accountant Dashboard access can only perform actions on your accounts within the maximum level you set when linking, regardless of the role level they may have on your Accountant Dashboard access .

For example: Even if a user on your Dashboard access is an Admin+Approver, and you select the 'Admin' level permission when linking (giving them access to your accounts), that Delegate user will not have their Approval capability on your accounts.

Role	Description
Admin	Can create other users and have access to all features in the portal except making approvals
Admin + Approver	Can create other users, have access to all features in the portal and also approve payments and beneficiaries
User	Can create payments etc but some actions restricted such as creating users and making approvals
User + Approver	Same as a User, but can also make approvals
View	Can only view information in the portal, eg they can't create payments or beneficiaries etc
View + Approver	Same as a View user, but can make approvals

Revoking your *Accountant* access

If for any reason you want to revoke the access you have given to your Accountant access, follow the steps below.



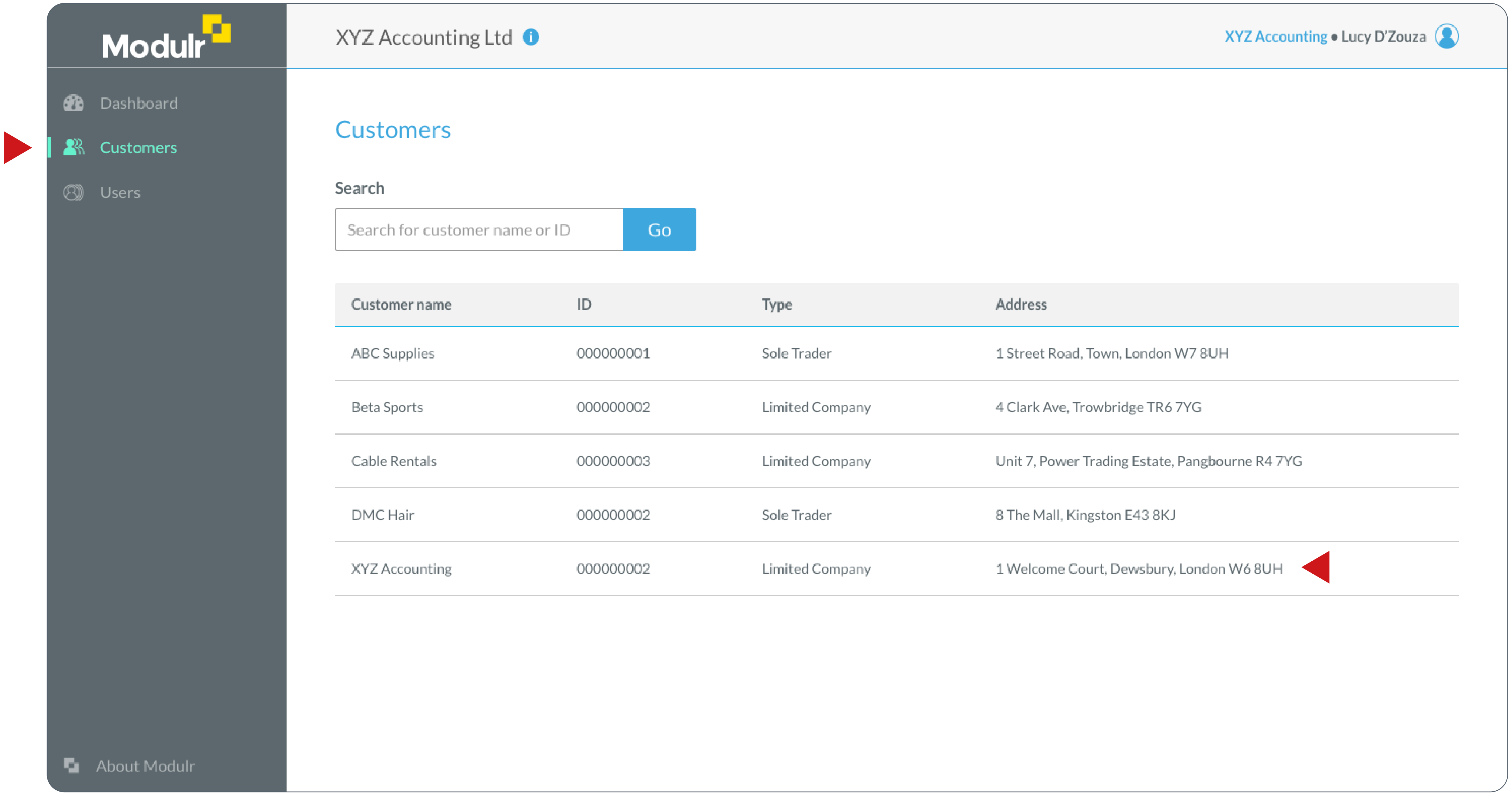
Once linked, the linked Delegate's information is displayed in Users > Delegates tab.

To revoke access, simply select 'Revoke access'

Next time you sign in to your Accountant access, you'll no longer see your accounts in the ***Accountant Dashboard***.

Viewing your own accounts in your *Accountant Dashboard*

Once you've successfully set up the linking, next time you sign in to your *Accountant Dashboard* access, you'll see your own accounts alongside your clients' when you select the 'Customers' tab in the side menu.



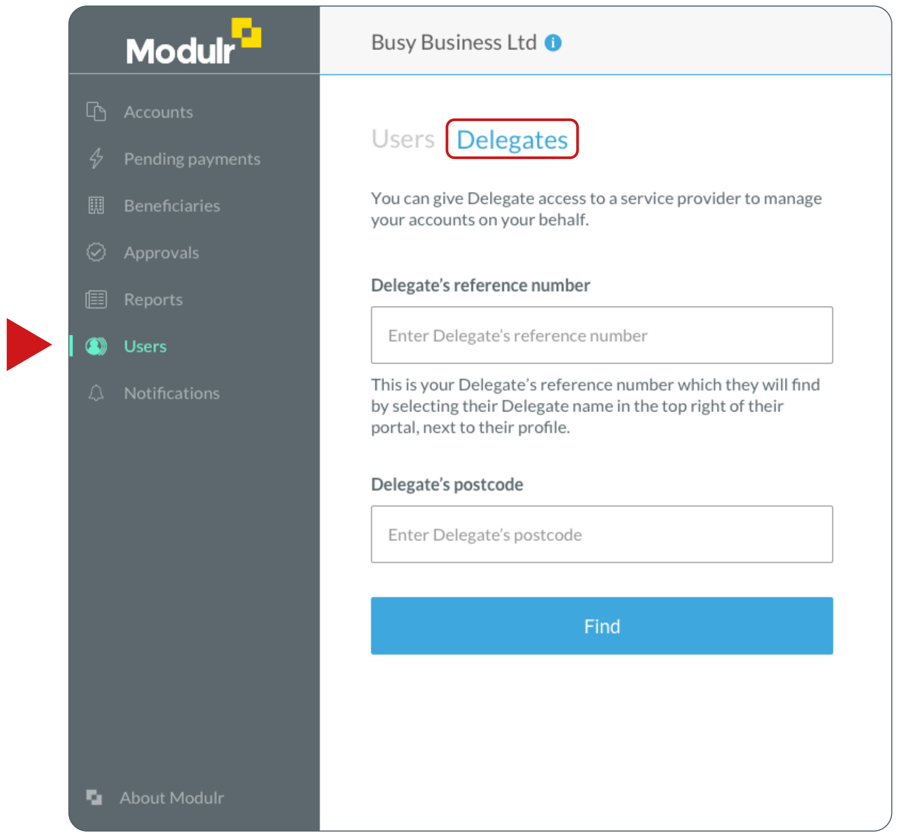
How your clients link to you

Once your clients have onboarded and have their own access to Modulr, they can link to you, so their accounts appear in your Accountant Dashboard, allowing you to manage their accounts for them.

1 Once they are onboarded and set up with their access, they need to navigate to ‘Users’ in the side menu and select the ‘Delegates’ tab.

Next, they enter your Delegate Reference Number in the top field, plus your postcode in the field below.

Note only Admin level users can see this in the menu.



2 When your client selects ‘Find’, they should see your Business displayed.

They then select the access level they want to give you and select the check box to confirm authorisation.

The final step is to select ‘Grant Access’.