

Register for Your New Secure Portal

Once your secure portal is created by Joly Riendeau et Associé, you will immediately receive an email notification inviting you to access it. Below is the process to follow:

- In the body of the received email, click on the blue button "Access your secure space"
- This will automatically load your secure portal in your browser and prompt you to create a password, which you must enter in both boxes.
- Click on "Continue"
- Enter your "First name" and "Last name" (*very important because these first and last names will appear if you use the electronic signature*)
- Click on "Confirm"
- As simple as that! You now have access to your secure portal through which you can upload documents!

If by any chance, when you access your portal, the web page is displayed in French, know that you can switch to English by clicking on "Français" located at the bottom right corner of the web page and select "English".

We suggest you to bookmark this web page for easy access later. Alternatively, you can access your secure portal by clicking on the blue button "Access your secure space" in the above-mentioned email.

To upload files

- You have to click on and ENTER the folder "**Document sharing**" (or "Partage de documents")
- You then have two options :
 - Drag and drop the files from your hard drive directly onto the page OR
 - Click on the button "Add files" and select the files from your hard drive.

Please be noted that as soon as you have created your secure space, the people assigned to your file at JRA will automatically receive a notification. Same thing when you have uploaded files. **Once your documents have been uploaded by JRA, they will be deleted from the portal.**

You can delete at any time the files in your portal that are uploaded by you, but not the ones uploaded by JRA.

For your information, the folder "Final documents 20xx" (or "Documents finaux 20xx") will be used by JRA to upload your final documents once they are finalized so you can access them anytime. Also, the folder "Signature" will be used by JRA when we have documents for you to sign. You will be notified when files are uploaded into these folders.

Two-factor authentication

Accessing your portal with a username and password is by itself quite secure, but if you wish to add an extra layer of protection to ensure the security of your online account, we invite you to activate two-factor authentication. This extra security method sends you a unique code either by email or by SMS that you will need to enter upon each of your first connection of the day or after a long period of inactivity. Here's how to set it up:

On the home page of your portal, click on "Settings" at the top right corner.

1. Then click on the tab "Security" in the left panel of the new window.
2. Locate the "Two-factor authentication" section and select the method that best suits your needs. The first method requires a third party application to transmit the code while the second method will send the code by SMS to the chosen phone number. Once you are done selecting the method, click on "Continue". Depending on your selection, a management panel will appear. Follow the steps and click "Enable".

Please note that the tab "Discussion" has been removed from the portal. Should you have any questions regarding the usage of the portal platform, please feel free to contact the person in charge of your file or send an email to portail@jolyriendeau.com.