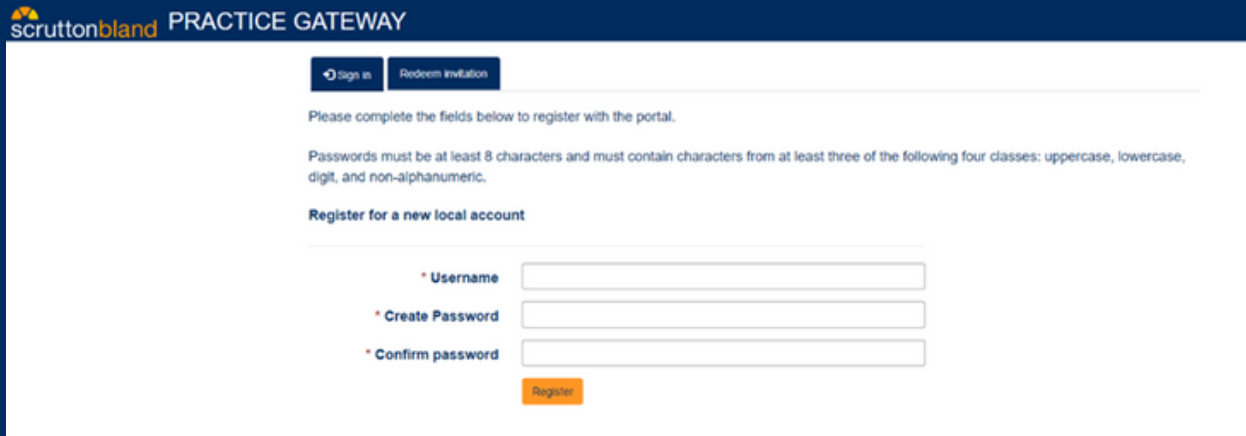# SCRUTTON BLAND PORTAL

A USER GUIDE TO OUR ONLINE PORTAL

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Registering

The first time you access the Practice Gatewat Portal, you will receive an email from Scrutton Bland with a link to join the portal. Once you click on this link you will be presented with the screen below to set your username and password.


Please note: we would suggest you save the portal link as a shortcut or favourite on your internet browser. However, you will be able to access from the Scrutton Bland website using the Login button at the top right of the homepage.
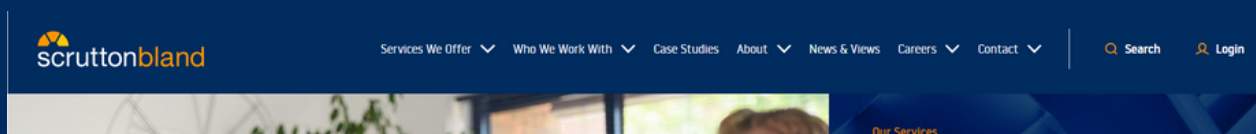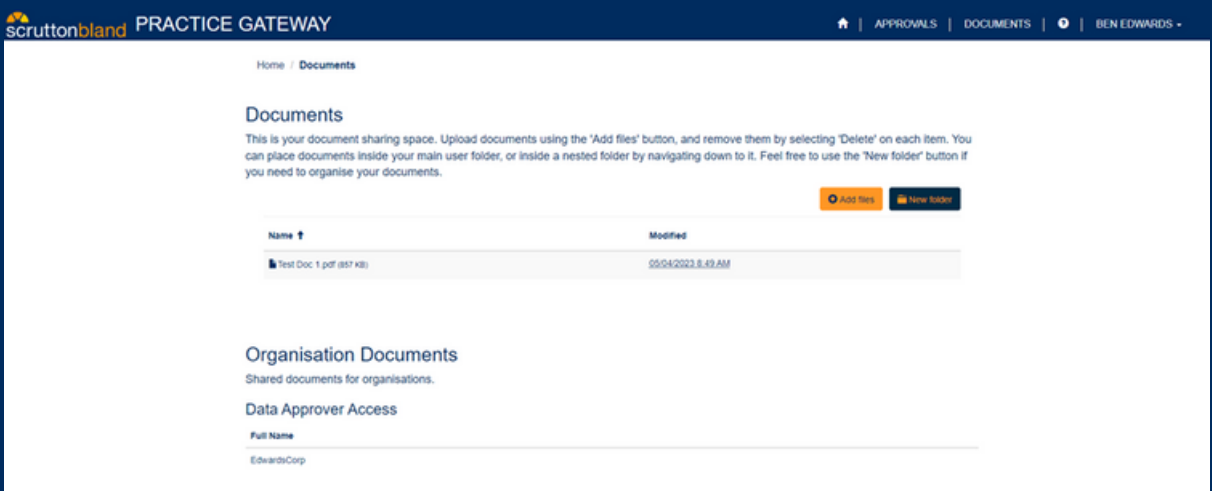

Documents and Approvals

Once you have registered you will be presented with a screen similar to the below and by clicking on "Approvals" or "Documents" in the top right you will be taken to the relevant section. The question mark icon can also be used to see answers to frequently asked questions.
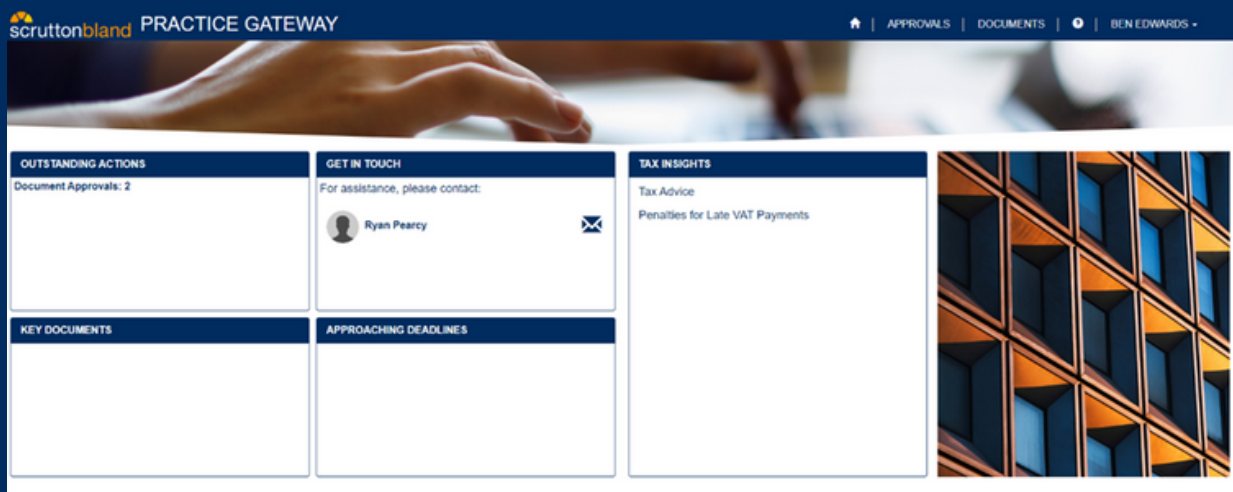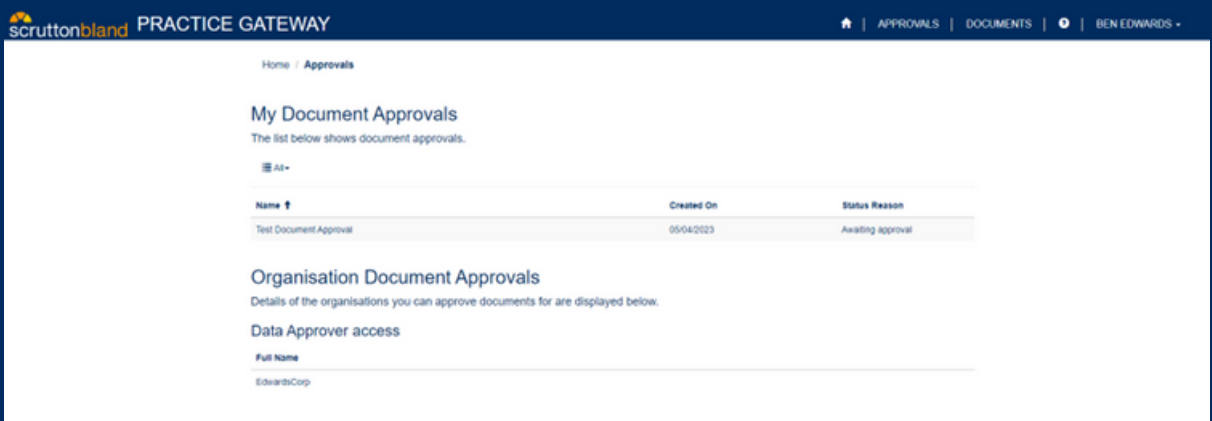
Documents

In the documents section you will be able to see your own documents and any which have been sent to the entire organisation(s) you are associated with.
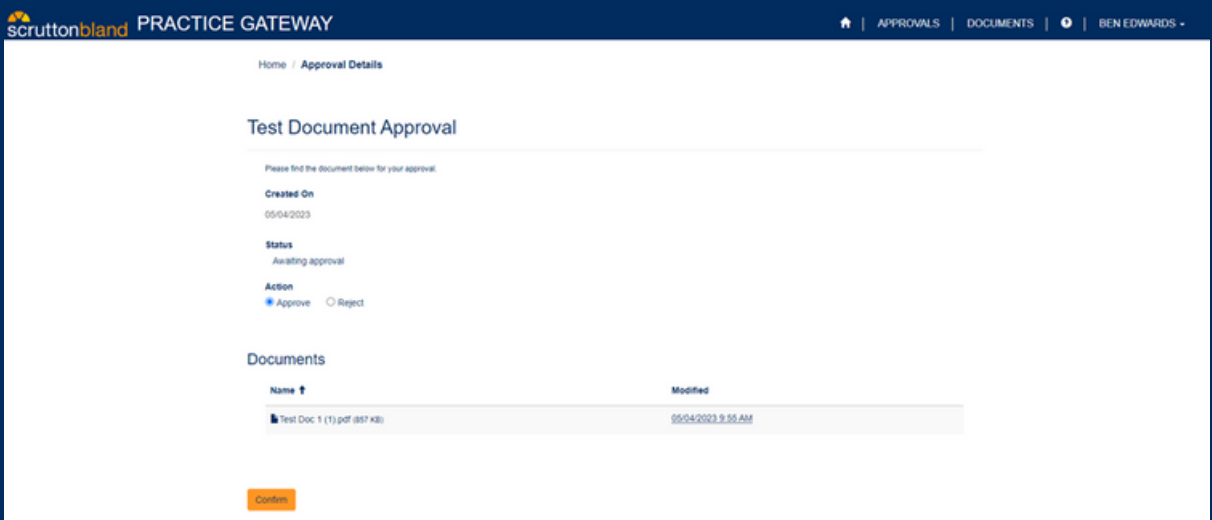

Approvals

In the approvals section you will be able to see your own approvals and any which have been sent to the entire organisation(s) you are associated with.

If you click a document approval you will see a screen similar to the below where you can click approve or reject and then confirm.

This is an initial guide, the near future, further functionality will be rolled out and this guide will be expanded.

We will also be adding this guide, along with any future guides in your 'documents' section of the portal.

You can access the portal at any time by clicking this link.

If you have any questions or need any help using the portal, please contact hello@scruttonbland.co.uk.

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