

WUNSCH & CO CLIENT PORTAL

also known as

DOCUMENT HUB

Procedures for secure transfer of your documents and electronic signatures

Access to the Client Portal

You will receive an email from us with instructions and a link to set up an account. Our Wunsch & Co link is:

<https://documenthub.handisoft.com.au/ClientPortal/>

You will then be asked for the following information:

Accountant's Practice ID: WUNS0001

Username: Your email address (please override any reference)

Password: enter or create a password during first log in

If you have access to multiple entities, select the entity you wish to view. You can switch entities anytime by clicking the **person icon** in the top-right corner.



Forgot your password? Contact stacey@wunsch.com.au to request a reset.

Uploading Documents

1. Click the **blue arrow** in the top-right corner.
2. Click **Select Files**.
3. Choose your document(s) and upload.

Viewing Documents

All documents uploaded for your review will be listed in the Client Portal

→ 'New Document Uploaded'



This icon indicates the documents that have not yet been viewed

Downloading Documents

To download, save or print a document, click on the  icon beside the document name. Your document will remain available in the Client Portal for future access.