

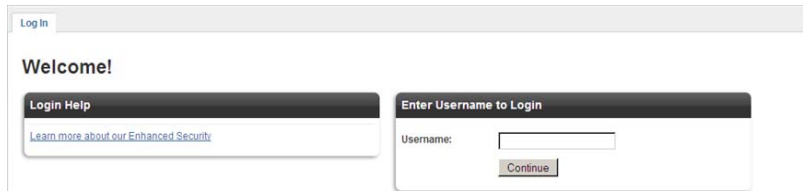
## How to opt in to E-Delivery

What is E-Delivery?

E-Delivery enables you to receive your Client Statements, Tax Packs and contract notes through your individual client Portal only. By selecting E-Delivery of documents you will no longer receive these documents by post and as such will not incur any charges associated with receiving the paper versions

To select E-Delivery of your documents please follow the steps below

1. Go to [www.amberwrap.com](http://www.amberwrap.com) and log into your client portal using the details provided in your log in letter



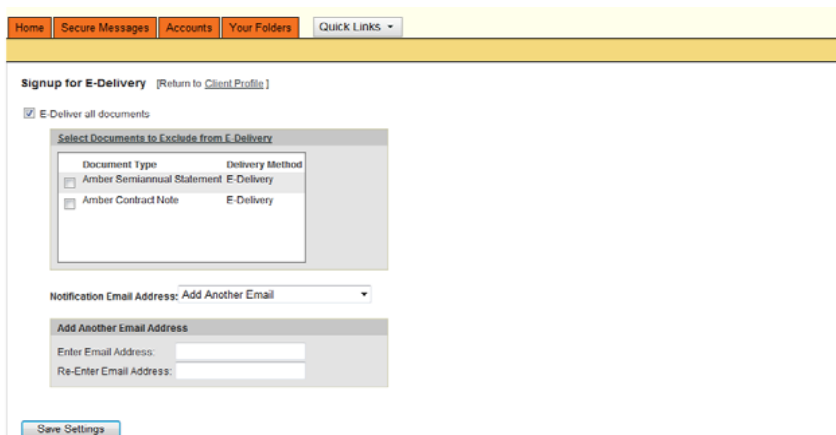
2. Once logged in click into the **Profile** section on the Client portal



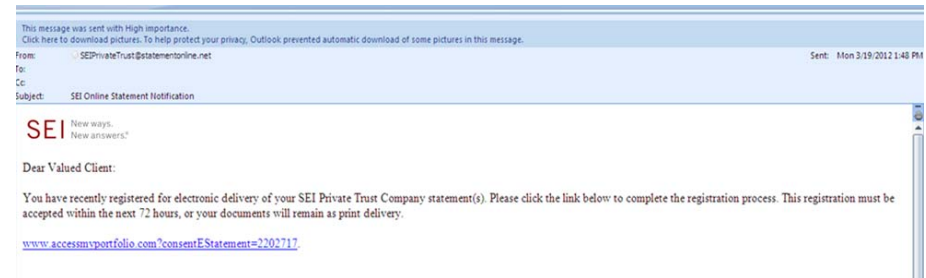
3. Click the **Sign-up for E-Delivery** button at the bottom of the page



4. Tick the **E-deliver all documents**, this will list all documents and give you the opportunity to select any documents that you would like to exclude from E-Delivery. This will mean that they are delivered by paper and you may incur a charge. You may also select the email address that you would like to receive notifications when new documents are available for you on your client website. Once completed, select **Save Settings**



5. You will then receive a an email notification asking you to confirm these changes, which you can do by clicking on the link contained within the email



6. When a new document is available to view, you will receive an email notification to the email that you selected above

