# CLIENT PORTAL

USER GUIDE

Contents

Introduction

Welcome to your secure client portal where you can access your compliant documentation 24/7.

This user guide will help you to get the most out of the portal but if you have any questions, don't hesitate to contact us on 0345 293 0700 or email consultants@ahrconsultants.co.uk.

Logging In

The client portal can be accessed via https://cybhr.ahrconsultants.co.uk/ or clicking login on our website
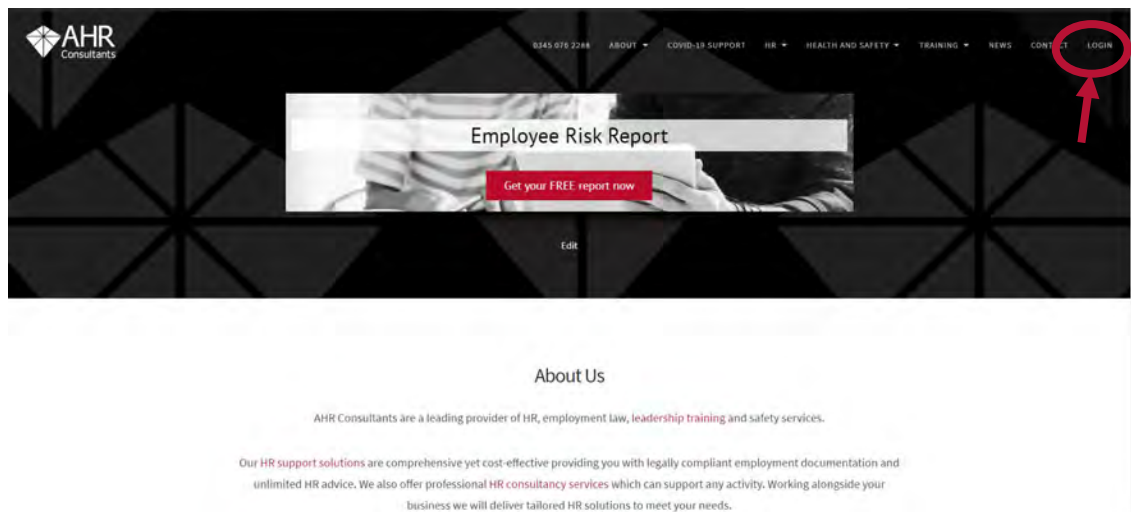

You should have already received your username and password on email. If you have not had this or misplaced it, please call us on 0345 293 0700 and we will be able to provide you with your details.
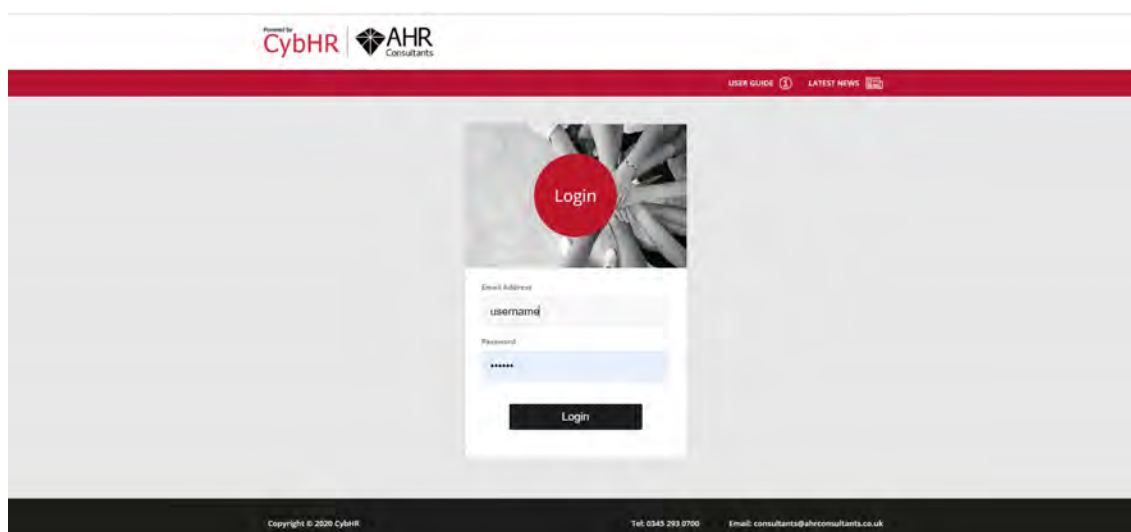
Once logged in, you will be able to access the HR Dashboard by clicking the red box.
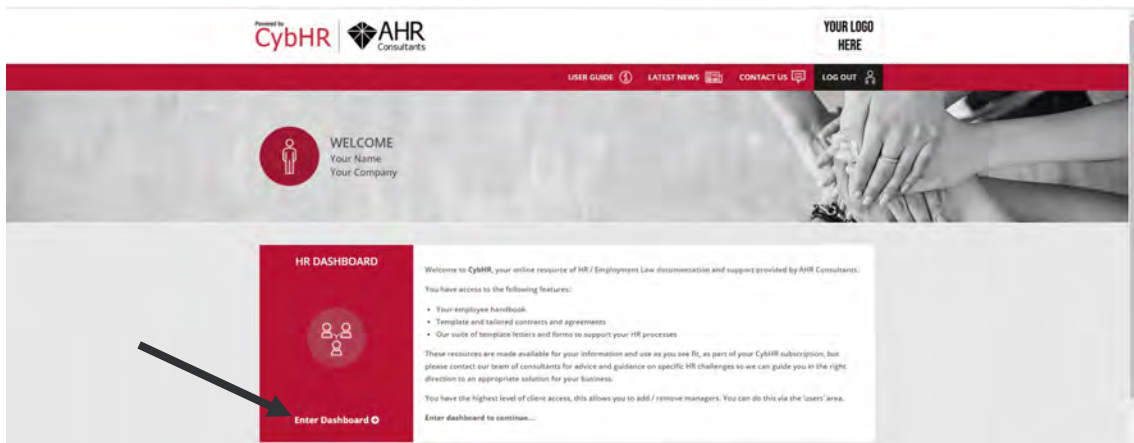

Inside the HR Dashboard there are several sections to help you easily navigate to the required content. There is also a helpful search function if you know the name, subject matter or reference number of the document required.
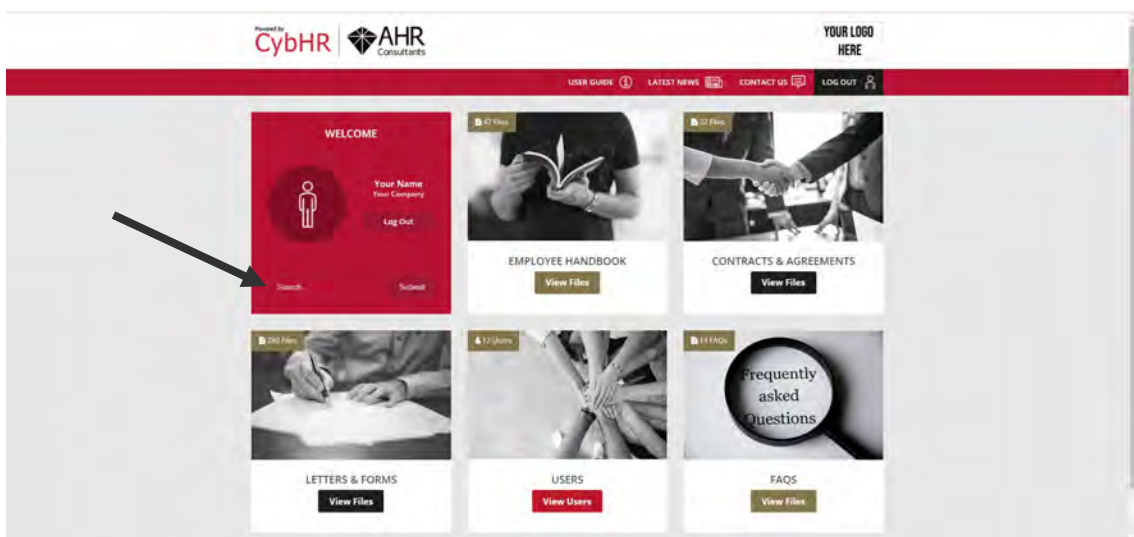
Employee Handbook

Within this section you will find all the components that make up your employee handbook. You can either print off each section individually or all the documents at once.
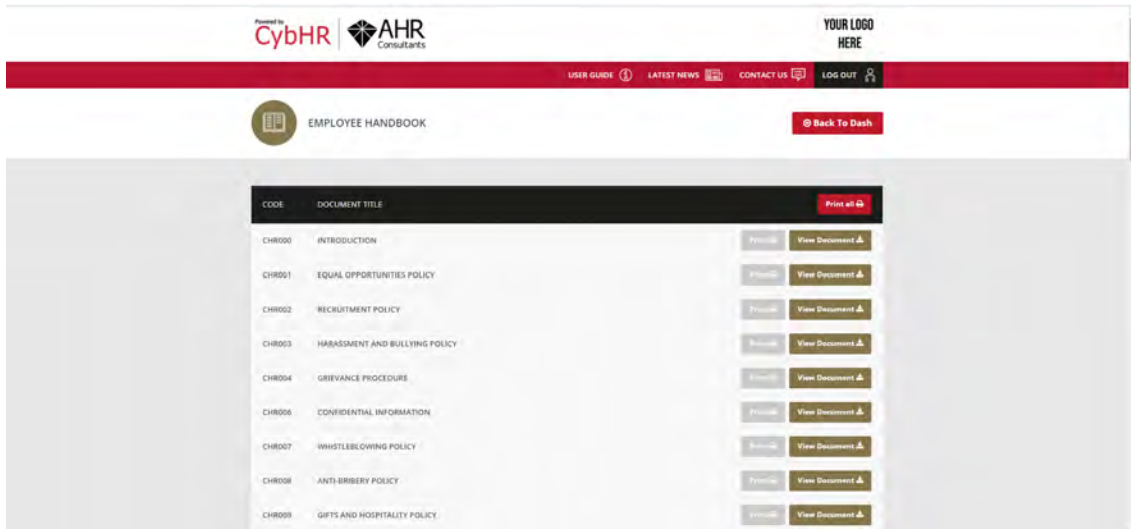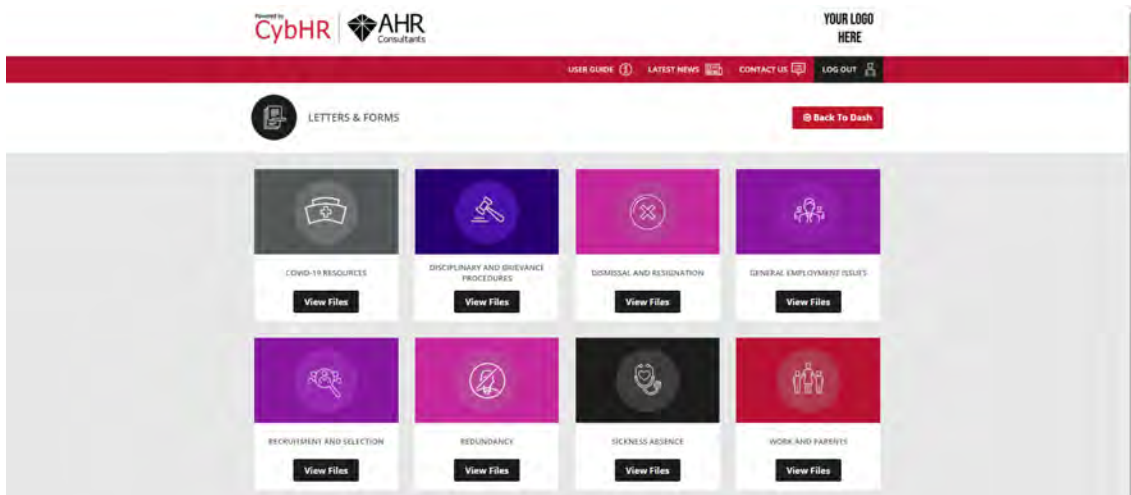

Each section will print with your logo in the top righthand corner. There is also a "Related Docs" function that will open a panel on the left-hand side showing you other relevant documents housed on the portal.
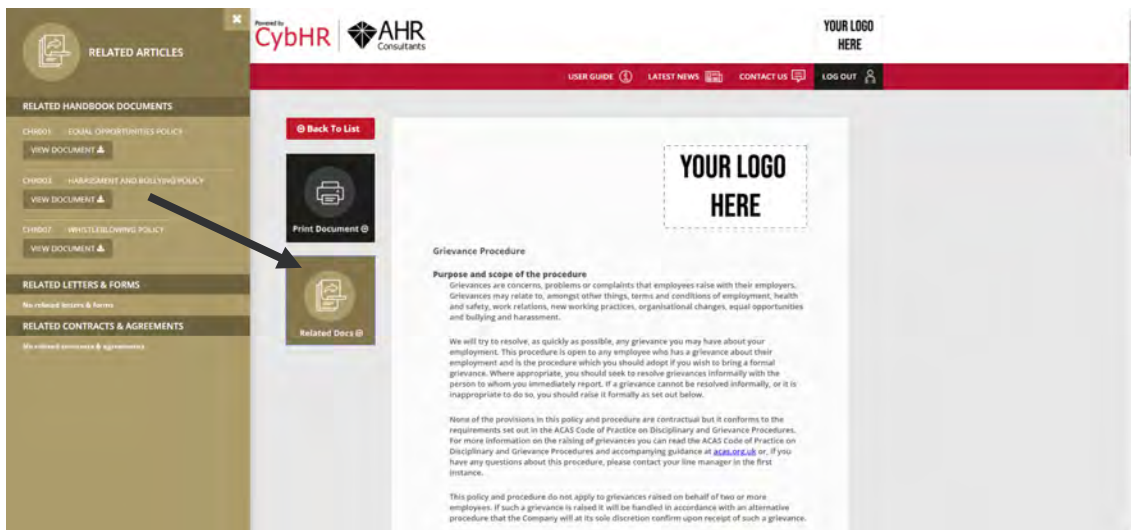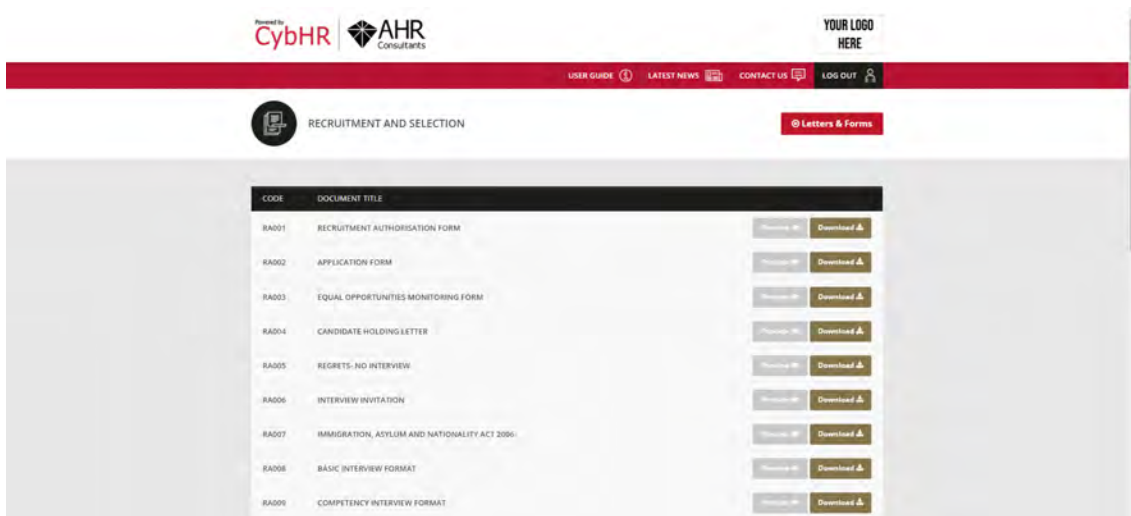
Letters and Forms

This is the largest section on the portal and has been grouped into useful sections to help you find the content you are after.
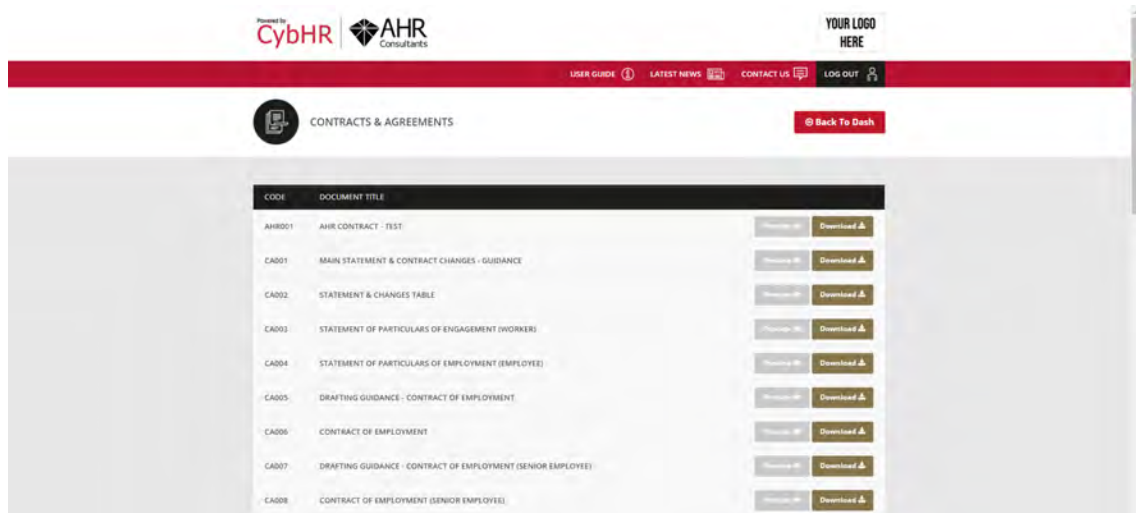

Each category presents in a similar contents list manner, with downloads available for use as needed.
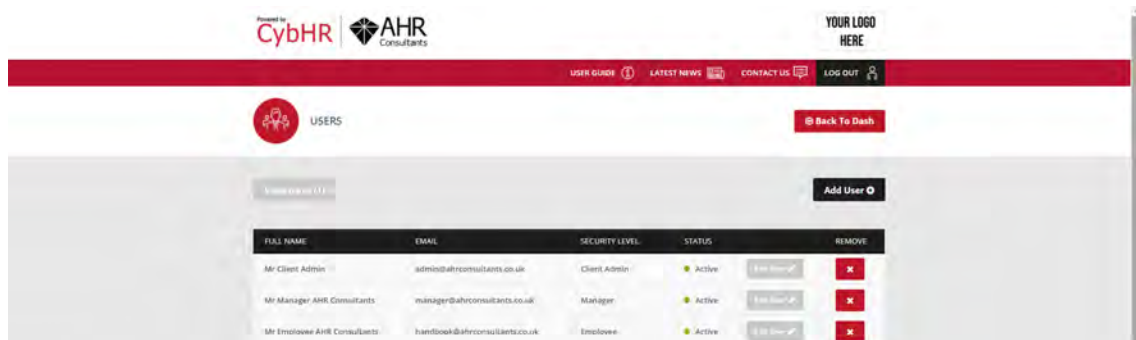
Contract and Agreements

The Contracts and Agreements section is only available to Client Admin users and presents in a similar style. It contains template and guidance documents available to review and use at your discretion.

Users

In this section you can add, edit, or remove users to your account.

When adding a new user there are four different roles that you can assign which are as follows:

- Handbook only – self explanatory
- Employee – handbook and FAQs only
- Manager – all the above plus letters and forms
- Client Admin – all the above plus contracts and agreements and users

We encrypt all passwords to safeguard your account security.

Once a user has been added, they will receive an automated email from the system containing their username and password.

FAQs

This area contains a selection of frequently asked questions that managers and employees may ask. They are here for ease of reference but if you need more information or cannot find what you are looking for, please call the advice line on **0345 293 0700**.
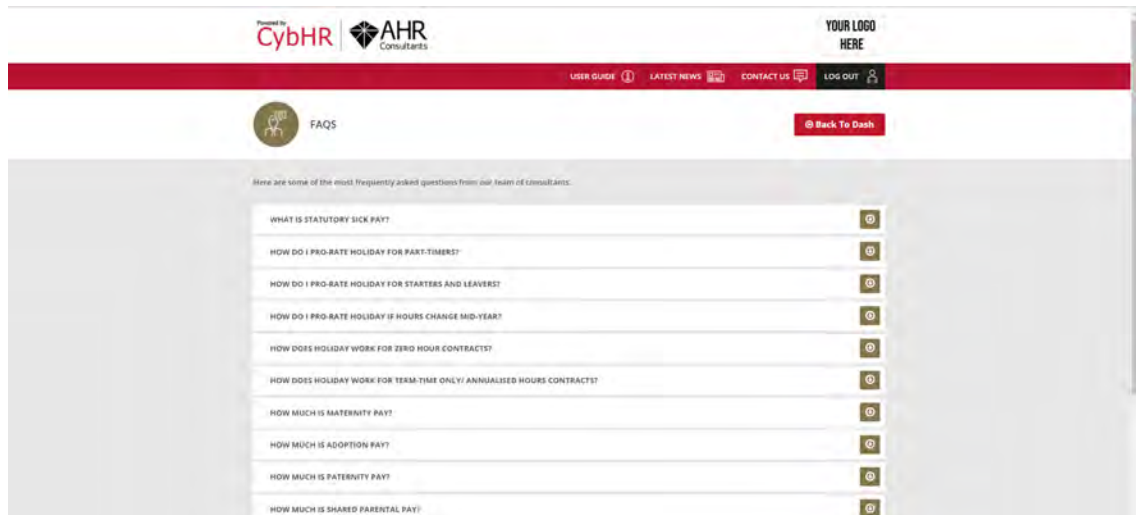
Contact Us

By clicking "Contact Us" on the top menu, a pop-up will appear on the right-hand side. From here you can send a message directly to our team of consultants. Please be aware that phone calls will always take priority, so if your enquiry is urgent, call **0345 293 0700**.