

Using the Locktons portal

How to sign in, send records, and approve a document.

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How to sign in, send records, and approve a document. This page is for clients.

How to log in

Locktons emails you a link. Open it within 14 days, choose a password, and set up a second check. That check is an authenticator app, or a code sent to your email.

The next time, open the portal and enter your email and password, then the second check. On a device you choose to remember, the second check is skipped for 30 days. A new device still asks for it.

If you cannot get in, use the forgotten-password link on the sign-in page, or contact Locktons. Do not send the password to anyone.

How to upload

Sign in, then choose Send records. Add the files Locktons has asked for and send them. You should see a confirmation that they arrived.

Locktons reviews what you sent. You do not need to email the same files as well. The portal is the better way to send documents.

How to approve

Sign in and open Your documents. If something is waiting for your approval, open it and read it.

When you approve it, your name and the time are stored with that document. If you are not ready, leave it. Locktons can see that it is still waiting.

Only your own documents are shown. Another client's papers are not on this page.