

IDEAS | PEOPLE | TRUST

BDO Global Portal

Getting started



Signing In

When you are invited to the Global Portal, you will receive an email containing a link to access the portal for the first time, similar to this example.

Please check your junk/spam folder if you cannot see the email in your inbox.

Click the invite link to start the sign in process using the email address that was used to invite you to the portal.

You have been invited to the BDO Global Portal

We are pleased to welcome you to the online collaboration workspace for interacting with BDO United Kingdom.

If you haven't done so already, you will receive additional communications from your BDO contact regarding use of this site and new way of communicating with BDO.

Accessing the Portal

Your account has been setup with the following user name:

[\[redacted\]](#)

Open this link in a browser to accept your invite and complete the setup of your account, please refer to the setup guides for help:

portal.bdo.global



If you have any questions, please contact our dedicated support team via email or telephone.

For any technical queries and issues, please email **GPsupport@bdo.co.uk**

You can also call us on: **0208 057 1200**

In order to access the site in the future, we recommend bookmarking the following link: <https://bdogpgbr.sharepoint.com>

Signing In

You can open the invitation link in any of these supported web browsers.



If, when you open the link, it shows you an email address that isn't the one that was invited to the portal, we recommend opening the link in **Guest mode** or in **Private/Incognito** mode in your browser – click your browser below for guidance on this.



Sign in using **the email address that was used to receive the portal invitation email**:

- ▶ If it is a **Microsoft work or school account**, the password will be the same one you use to access other services on your network (such as logging into Windows, accessing emails etc.)
- ▶ If using a **non-Microsoft account (e.g. Gmail)**, you will need to link your personal email with a one-time passcode.

Enter code

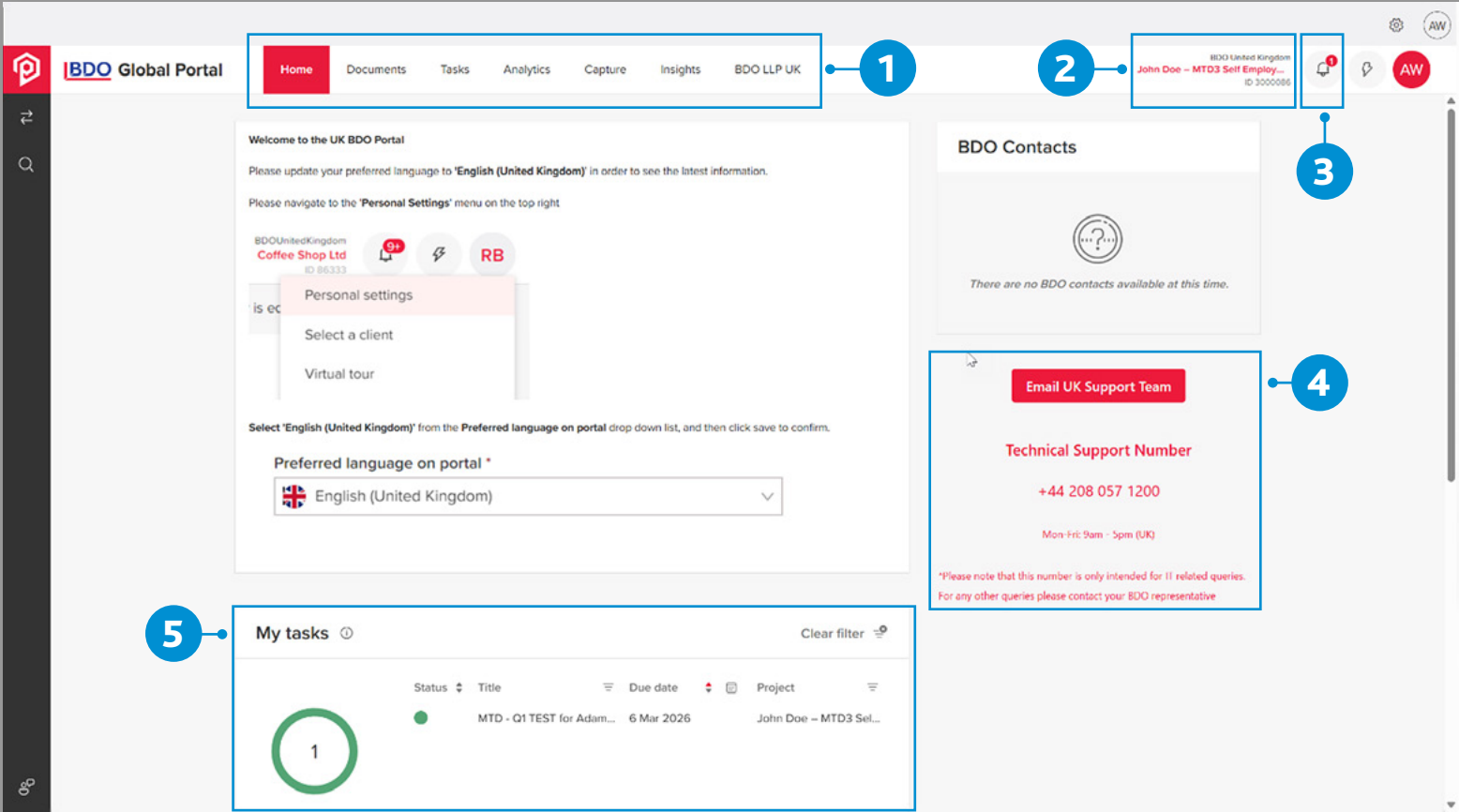
We just sent a code to **[redacted email address]**

Enter code

You will also be asked to review terms & conditions, and for permission for BDO to access information – click **Accept**.

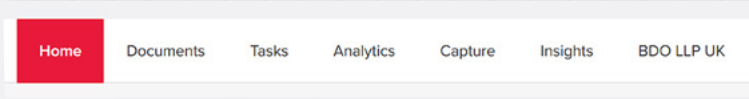
The BDO homepage

After signing in and accepting the terms and conditions, you will arrive on the BDO Global homepage.

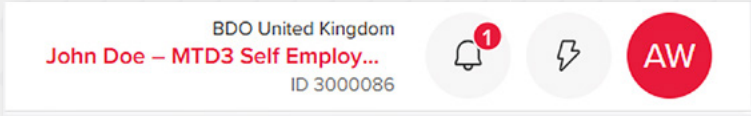


The BDO homepage

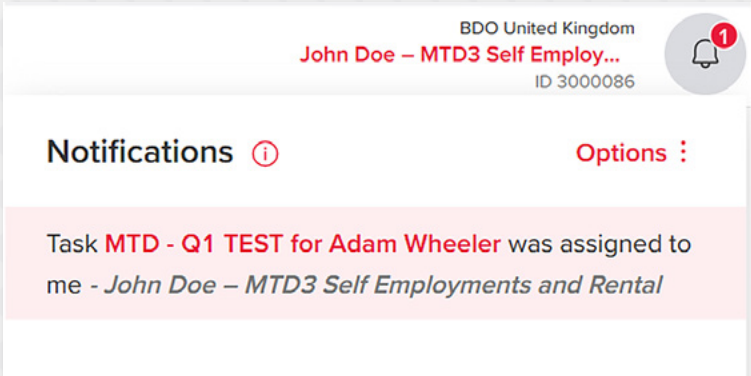
1 **Navigation** tabs across the top of the screen.



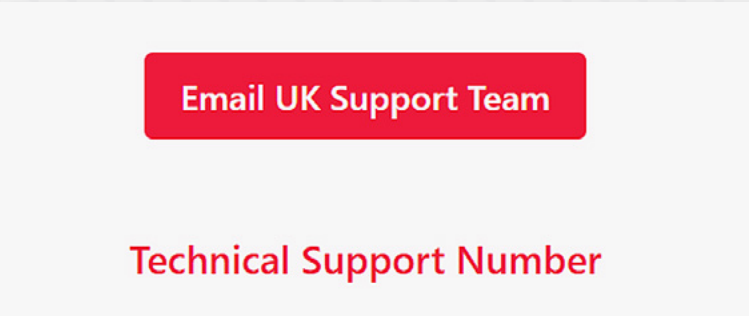
2 You will see your **name and ID** in the top-right corner. Also, your **initials** where you can access your settings.



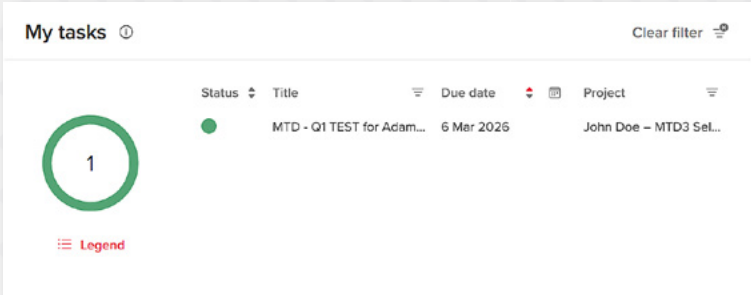
3 You will also see a bell icon for your **notifications**, which shows all recent activity on your portal — including new tasks and updates from your BDO adviser.



4 If you have any IT related questions, please contact our dedicated **support team** via email or telephone.

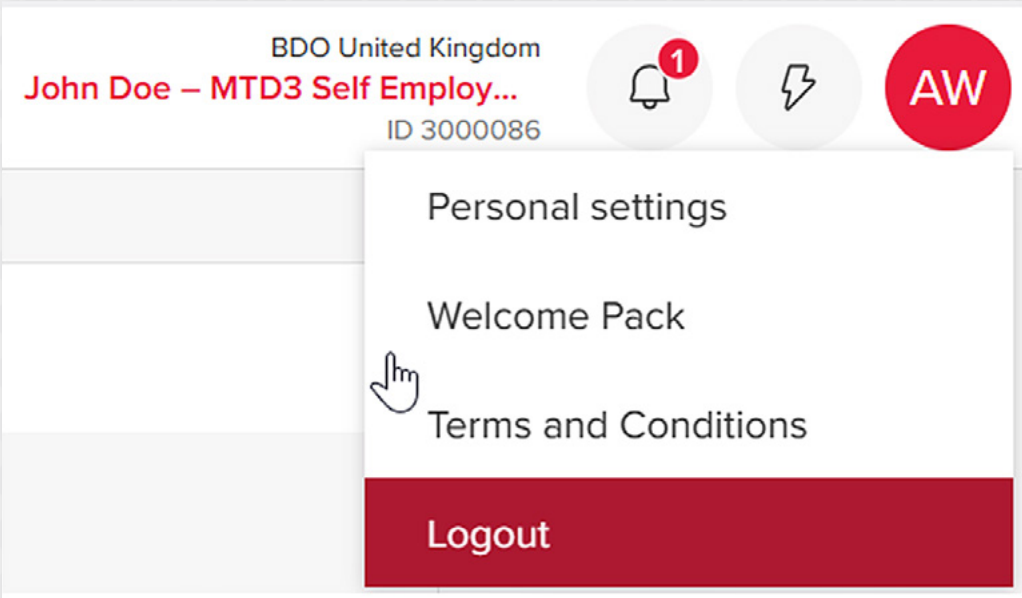


5 Further down the page, you will see the **My tasks** section. You will see all the tasks that have been allocated to you.

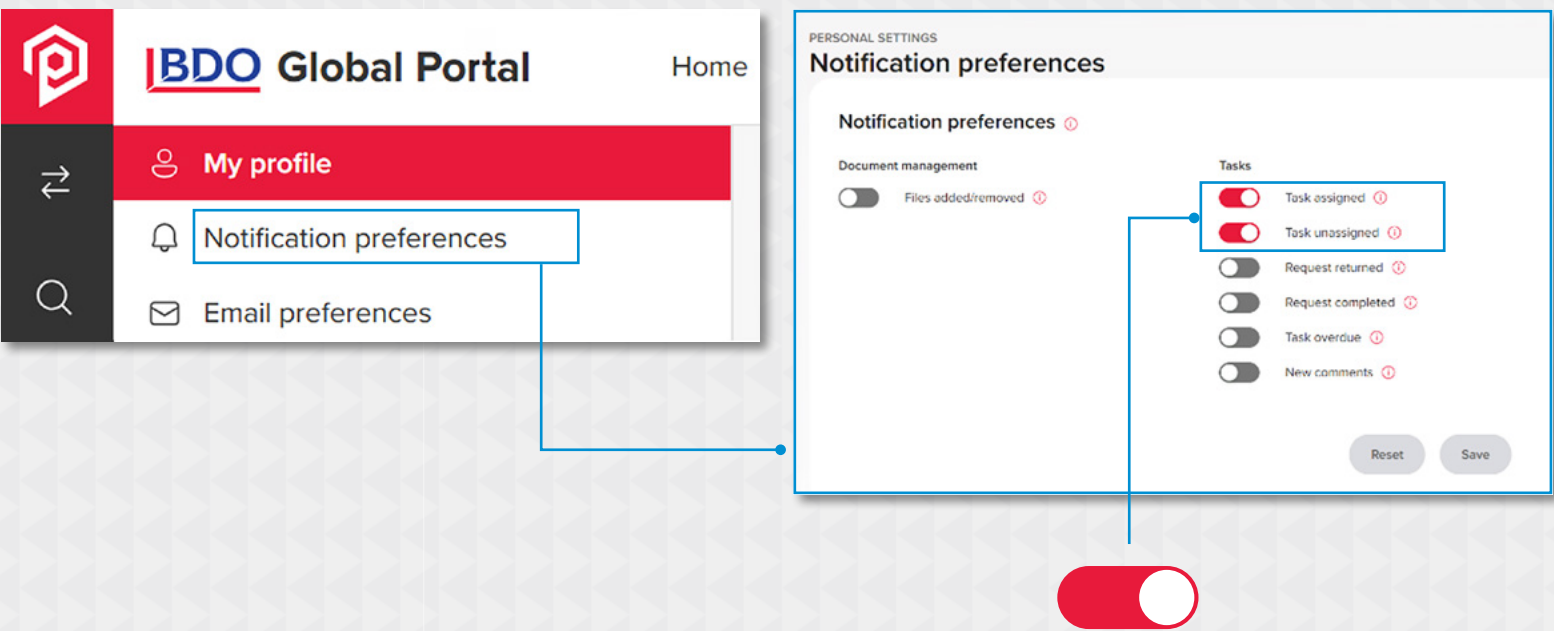


Notifications

If you would like to be notified when documents have been uploaded to the portal, click on your **initials** in the top right corner of the portal home page and select **Personal settings**.



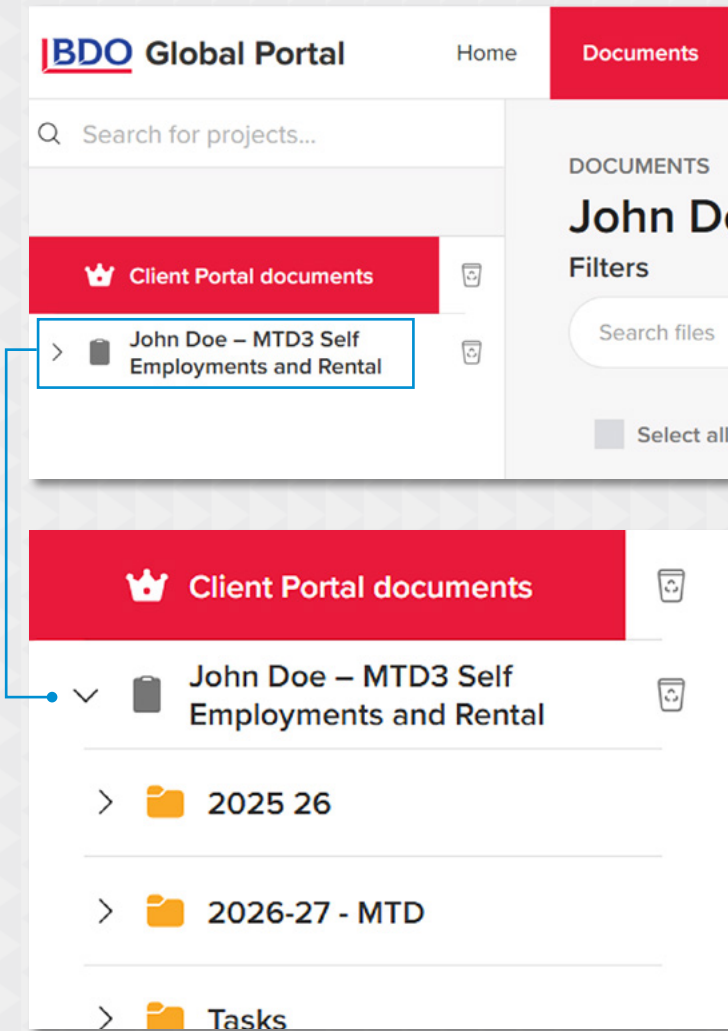
Then, select **Notification preferences** on the left-hand side of the page to set your notification preferences. You can adjust the frequency of emails in the Email preferences screen. Don't forget to press **Save**.



We recommend that you toggle all notifications to **'on'** in order to be kept fully informed of the progress of document uploads and tasks.

Uploading your documents

You can access the document library for your portal by clicking on the **Documents** tab at the top of the screen.



Click into your folder to see all of the documents we have shared with you and where you can add documents to share with us.

Help and resources

If you encounter any issues when using Global Portal, you can contact support via:



Call for Support on
020 8057 1200



Global Portal
Support e-mail

The Global Portal Support team are available **Monday-Friday 9am-5pm**, with **e-mail** support queries being answered within **4 working hours**.

If you have any questions regarding where to find documents in Global Portal, or where to upload your documents, please contact your BDO Adviser.



FOR MORE INFORMATION:

Global Portal Support

GPSupport@bdo.co.uk

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