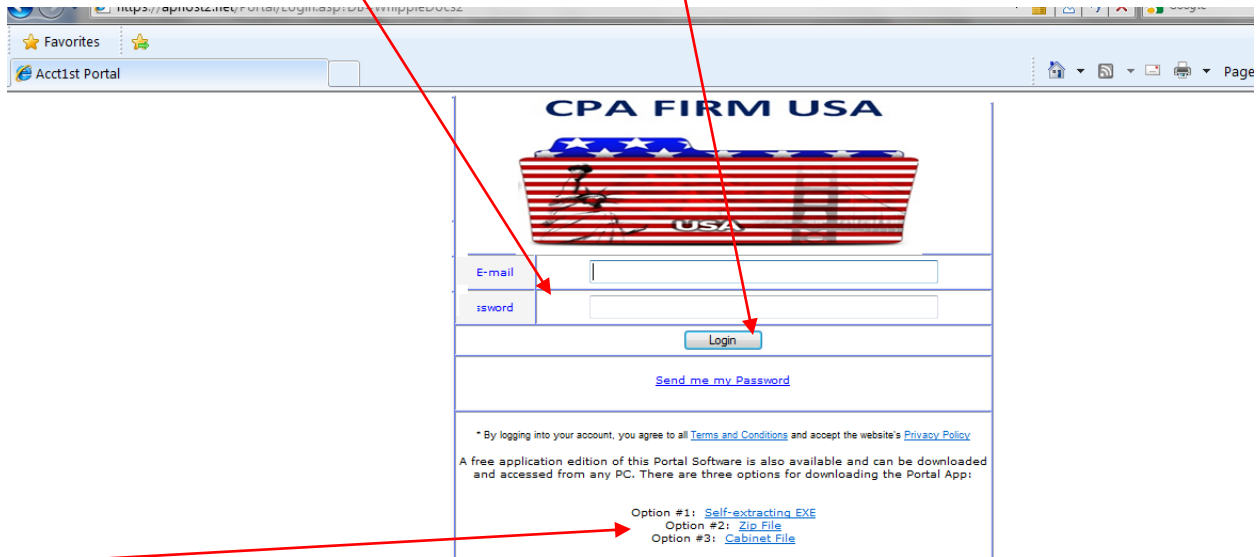


# PORTAL USER'S GUIDE

## 1

### LOGGING IN AND USER OPTIONS:

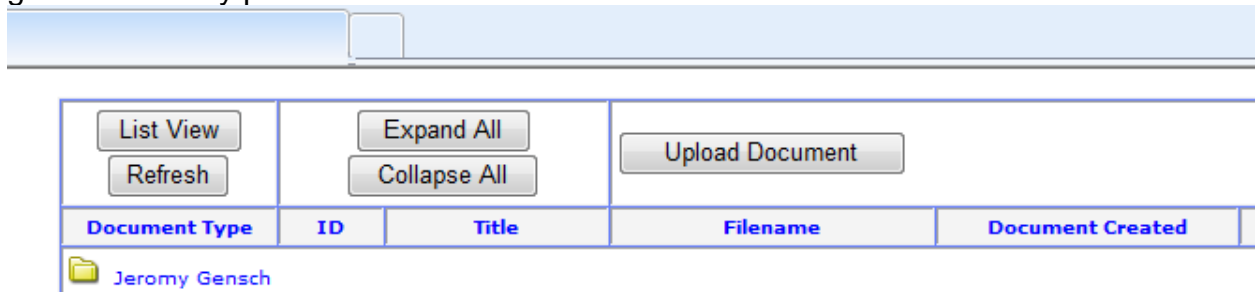
The Portal URL/website will present you with a login page where you can submit your e-mail address and password > then click **Login**



\*Note- the bottom of the login page displays download hyperlinks whereby if you choose the option of accessing your Portal account via freeware Windows application, you can install and run the application as an alternative to the Browser-based website.


### FOLDER VIEWS:

Once logged in, one or more folders will appear which can be browsed through as well as additional sub-folders. The site will display all main folders which you have been granted security permissions to view.



## 2

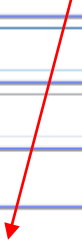
## PASSWORD MANAGEMENT

Once logged in, you can change your password to the password of your choice by clicking the  button where you will be prompted to enter in a new password and confirm it:

New Password	<input type="text"/>
Confirm Password	<input type="text"/>
<input type="button" value="Update"/>	

In the event you forget your password, you can revisit the main URL/website login page again and click the link for [Send me my Password](#) and the system will e-mail your password to the e-mail address associated to your account.









E-mail	<input type="text"/>
Password	<input type="text"/>
<input type="button" value="Login"/>	
<a href="#">Send me my Password</a>	



# 3

## BROWSING, VIEWING, AND SAVING DOCUMENTS:

Once you browse to the bottom level/folder, the document icons will appear and contain the index information describing each file (Filename, type of document, dates, etc.):

Document Type	ID	Title	Filename	Document Created	Document Modified
Jeromy Gensch					
Tax					
12/31/2007					
12/31/2008					
12/31/2009					
12/31/2010					
Tax	135857	FinProjMd	 <a href="#">FinProjMd.XLS</a>	12/7/2010 10:31:00 AM	
Tax	105472	Tax Return	 <a href="#">1040.pdf</a>	3/3/2010 5:38:40 PM	6/22/2011 1:00:26 PM
Tax	102339	September	 <a href="#">September.pdf</a>	1/28/2010 2:10:38 PM	1/28/2010 5:35:58 PM
Tax	149960	Tax Projection	 <a href="#">Tax Projection.pdf</a>	6/22/2011 3:19:59 PM	
Tax	149963	Book2	 <a href="#">Book2.txt</a>	6/22/2011 3:46:08 PM	
Tax	149965	Dec	 <a href="#">Dec.xlsx</a>	6/22/2011 3:46:11 PM	
Tax	149966	statements	 <a href="#">statements.xls</a>	6/22/2011 3:46:13 PM	
Tax	149967	Year Ending	 <a href="#">Year Ending.pdf</a>	6/22/2011 3:46:15 PM	

You can also view all of the folder structure (sub folder levels) in a single view by clicking the **Expand All** button. To close the full expansion view, click **Collapse All**

Document Type	ID	Title	Filename
Jeromy Gensch			
Tax			
12/31/2007			

By clicking the **List View** button > all folders will be removed and then display every document stored in your Portal account in a Grid-style display called List View:

Folder View		Refresh		Upload Document	
Document Type	ID	Title	Filename	Document Created	Document Modified
Tax	157813		W2.pdf	12/13/2011 3:24:55 PM	
Tax	157811		CashFlow.XLS	11/21/2011 10:51:33 PM	
Tax	157810		2010 WP.pdf	11/21/2011 12:17:24 AM	
Tax	149967	Year Ending	Year Ending.pdf	6/22/2011 3:46:15 PM	
Tax	149966	statements	statements.xls	6/22/2011 3:46:13 PM	
Tax	149965	Dec	Dec.xlsx	6/22/2011 3:46:11 PM	
Tax	149963	Book2	Book2.txt	6/22/2011 3:46:08 PM	
Tax	149960	Tax Projection	Tax Projection.pdf	6/22/2011 3:19:59 PM	
Tax	135859	statements	statements.xls	12/7/2010 10:31:04 AM	
Tax	135857	FinProjMd	FinProjMd.XLS	12/7/2010 10:31:00 AM	
Tax	105473	WP-2009	WP-2009.pdf	3/3/2010 5:38:50 PM	
Tax	105472	Tax Return	1040.pdf	3/3/2010 5:38:40 PM	6/22/2011 1:00:26 PM
Tax	105469	August	August.pdf	3/3/2010 5:38:34 PM	

Note- In the List View display, you can sort the results by clicking the column headers (A-Z or Z-A sorting) such as Dates, Filename, etc.

## VIEWING DOCUMENTS IN THE PORTAL:

The screenshot shows a document viewer window titled "WP-2008.pdf - Adobe Acrobat". The document content is as follows:

**Individual Tax Return  
Workpaper Index**

Client Name: \_\_\_\_\_ Year: 12/31/05

A Organizer  
B Wages  
C Interest  
D Dividends

Once you identify a document you wish to retrieve and view, click on the Document Filename:

The next pop-up will prompt you to either save the file to your computer or automatically open in the file's native format (Example- PDF file opening in Adobe, XLS file opening in MS Excel, etc.)

# 4

## UPLOADING DOCUMENTS TO THE PORTAL

To upload one or more documents to the Portal: click the **Upload Document** button

<input type="button" value="List View"/>	<input type="button" value="Expand All"/>	<input type="button" value="Upload Document"/>		
<input type="button" value="Refresh"/>	<input type="button" value="Collapse All"/>			
Document Type	ID	Title	Filename	Document Created

The next page will display a list of categories to choose from which best classify the document being uploaded:

CLICK ON ONE OF THE BELOW CHOICES WHICH BEST FITS THE CATEGORY OF THE DOCUMENT FOR UPLOAD	
Compilation - Write Up	
Payroll	
Permanent	
Review - Audit	
Tax	






The next screen will display a box to enter in your own words a Further Description of the document you are uploading, as well as a comment box to enter a comment (if needed):

Further Description	<input type="text"/>
Comment	<input type="text"/>
<input type="button" value="Select Documents"/> <input type="button" value="Reset"/>	

Next, click **Select Documents** and then **Browse** for the document to be uploaded. Note- you can select another document(s) in the same batch by clicking **Browse** again. Once the file(s) has been selected and you are ready for upload > click **Upload** button.

**FONT INDICATORS:**

The documents listed in the Filename column will either have a font display of **BOLD** font or *Italics* font. **BOLD** represents all documents uploaded to the portal by accountants. *ITALICS* represent all documents uploaded by you, the Portal user:

 12/31/2010					
Tax	135857	FinProjMd	 <i>FinProjMd.XLS</i>	12/7/2010 10:31:00 AM	
Tax	105472	Tax Return	 <b>1040.pdf</b>	3/3/2010 5:38:40 PM	6/2
Tax	102339	September	 <b>September.pdf</b>	1/28/2010 2:10:38 PM	1/2
Tax	149960	Tax Projection	 <b>Tax Projection.pdf</b>	6/22/2011 3:19:59 PM	