

How To: Register Your Portal

Open Email

You will receive an email notification with directions to register your portal. The email will explain how to create your password and login name.

STEP
01



Click On Link

Click on the link next to the 'first register your account here' and this will take you to a page that asks for the last four digits of your SSN/EIN. This is to verify your identity.

STEP
02

Portal Screen

The login screen will appear prompting you to create your username and password. Enter them in the provided boxes. This will take you to your portal login. (Login must be at least 7 characters and include one letter and one number)

STEP
03

Login Screen

The login screen will appear prompting you to enter your newly created username and password. After entering them in the provided boxes, press enter or click on the login button.

STEP
04

Client Center

You can also access the portal from the Client Center located on our website. www.huththompson.com. For more directions see the 'How to Access & Login to Your Portal' document.

Follow Pictures on the next page.



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STEP 01

NOTIFICATION EMAIL

STEP 02

STEP 03

STEP 04

Dear Name

Your personal 2015 Tax Organizer is ready! The Tax Organizer is designed to help you conveniently manage the tax information needed to prepare your 2015 personal income tax return.

To access your tax organizer, you must first register your portal at https://secure.netlinksolution.com/nextgen/#/user/registration/uid/3836293/act_key/8571a4243-8ae7401c-9153-9d1eca3fa6f1/?rc=1.

After you register your portal, you can log in at <https://www.huththompson.com>.

Additional tax documents may have been posted that require your immediate attention and response. Once you log in, click the folder under Documents and follow the new flags to the document(s).

Please note, in an effort to provide quality customer service, our firm policy is to extend your return if all your information is not delivered to our office by April 1st. This gives us the necessary time to accurately prepare your tax return. If you prefer to not have your return extended, please ensure we have your complete information prior to this deadline.

To contact us regarding this message, please call us at 765-498-5000 or email us at tax@huththompson.com.

Huth THOMPSON LLP
415 Columbia St Ste 2000 - Lafayette, IN 47901-1335
Please register your account.
Last 4 digits of EIN / SSN Next

Huth THOMPSON LLP
415 Columbia St Ste 2000 - Lafayette, IN 47901-1335
Please log in.
Username Password Log In
Forgot password?

Create Login
Create Password Confirm Password Register