

How To: Access Your Organizer

Client Center

Login at the Client Center on the homepage of our website: www.huththompson.com. Click on Client Portal Login.

STEP
01

Find Your Name

Click on the name of your tax return on the left side of the screen. Click on the ****CLIENT ACTION REQUIRED**** folder. There you will see a pdf file labeled 201X Tax Organizer.

STEP
02

Print

Click on the organizer document. Please print, fill out and scan back to the portal. Based on which browser you are using, you may have to right click to print. If using Internet Explorer you will need to save the organizer then print.

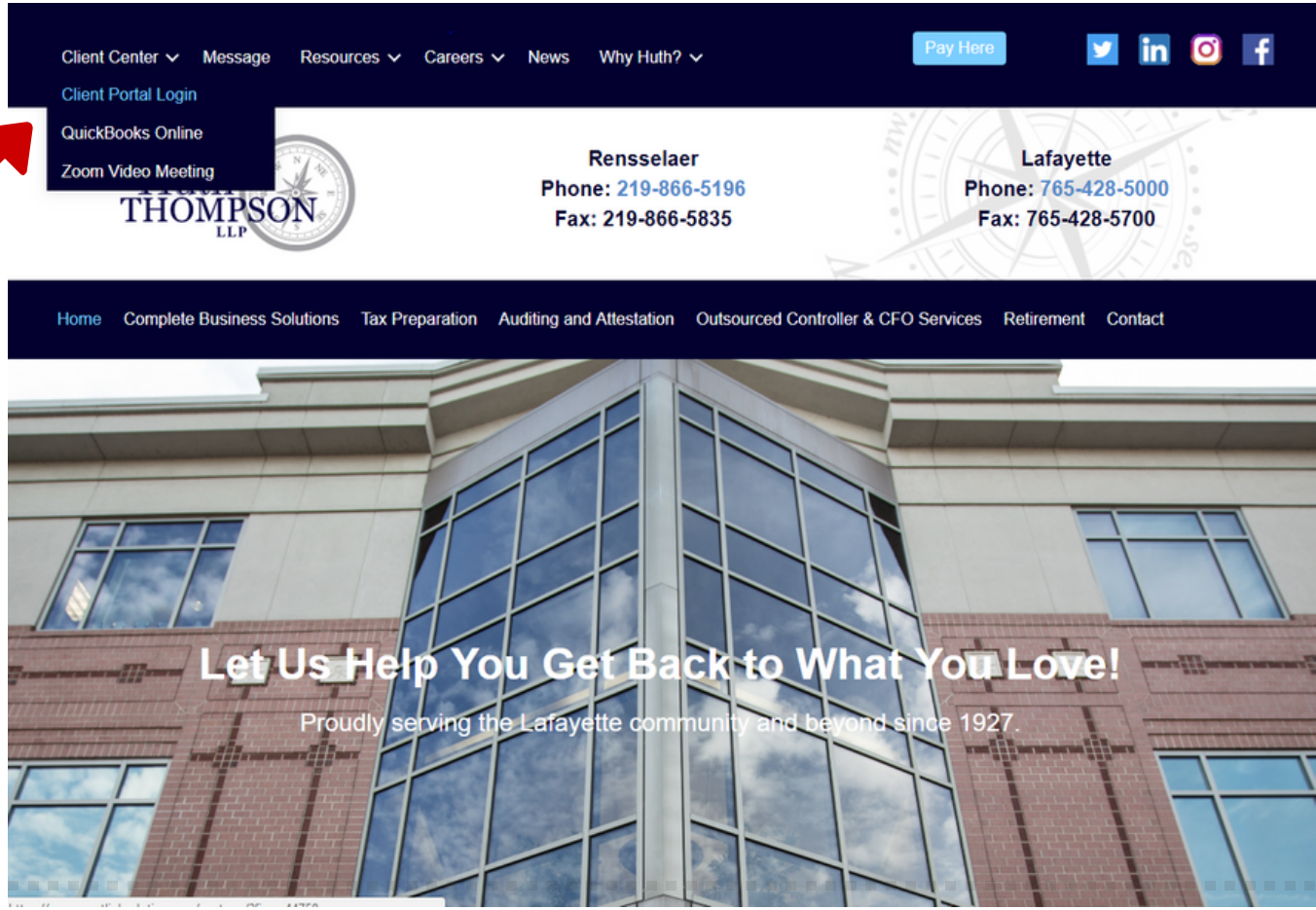
STEP
03



Follow Pictures on the next page.



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**STEP
01**

The first screenshot shows the NetClient CS interface for the client SMITH, JOHN J & SALLY L. The left sidebar lists various document categories, with "SMITH, JOHN J & SALLY L" selected. The main content area shows a list of folders: "**CLIENT ACTION REQUIRED**", "Client Source Documents", and "Copy of Tax Returns". A blue arrow points from the "SMITH, JOHN J & SALLY L" folder in the sidebar to the "**CLIENT ACTION REQUIRED**" folder in the main list.

The second screenshot shows the same NetClient CS interface, but the main content area now displays two PDF documents: "2016 TAX ORGANIZER (DEMO)" and "US Tax Return DEMO", both marked as "New". A yellow arrow points from the "2016 TAX ORGANIZER (DEMO)" document to the "STEP 03" label.

**STEP
02**

**STEP
03**