How To: Access Your Organizer

Client Center

STEP 01

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

Find Your Name

STEP 02

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.

Print

STEP 03

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.

Follow Pictures on the next page.

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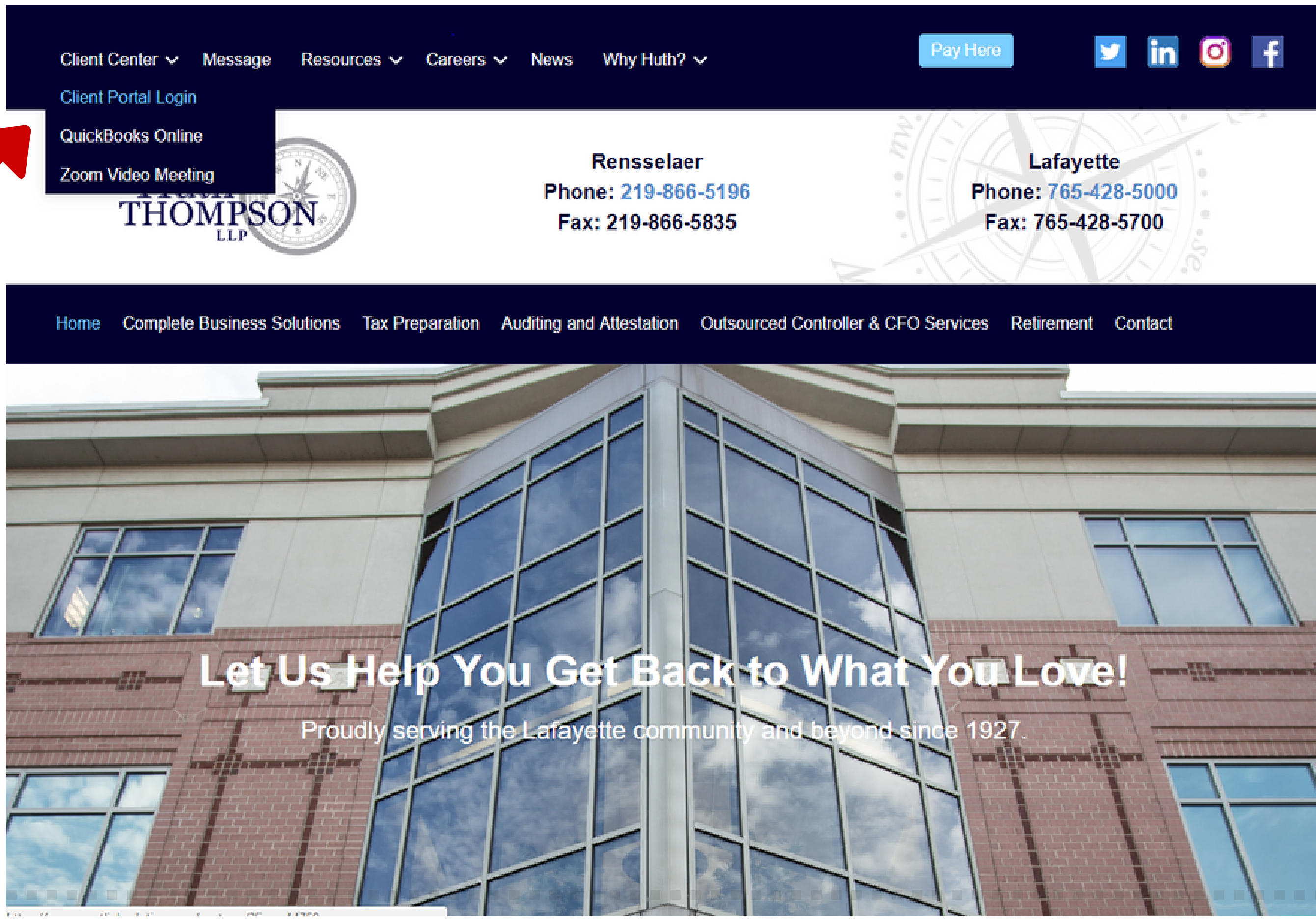
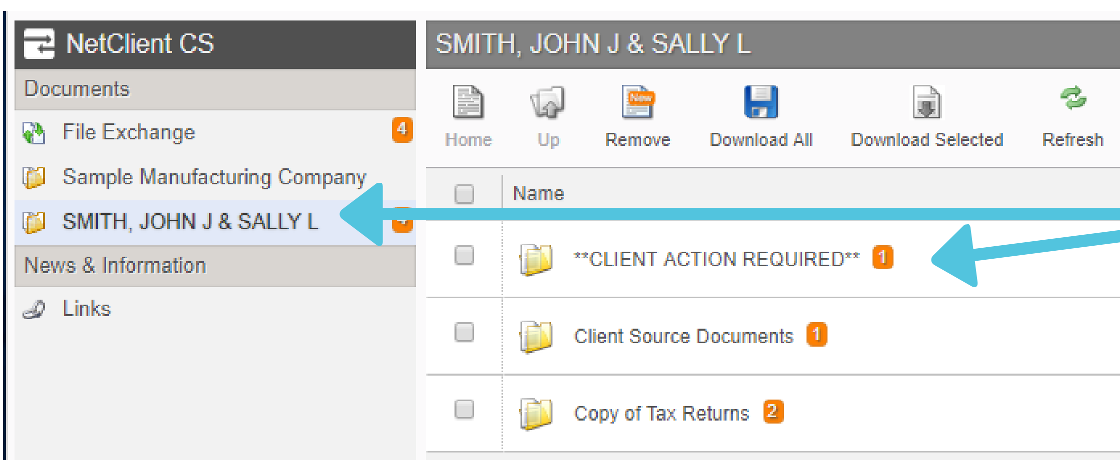
STEP 01



STEP 02



STEP 03